

**REQUEST FOR PROPOSAL #2015-001**

**FOR**

**Architectural and Historical Nonprofessional Services for  
the Survey and Cost Share Program for the Department of  
Historic Resources**

**ISSUED BY**

**THE COMMONWEALTH OF VIRGINIA**

**Department of Historic Resources (DHR)**

**Administrative Services Division**

**10 Courthouse Avenue**

**Petersburg, Virginia 23803**

**REQUEST FOR PROPOSAL  
RFP #2015-001**

**Issue Date:** Wednesday, October 15, 2014

**Title:** Architectural and Historical Nonprofessional Services for the Survey and Cost Share Programs for the Department of Historic Resources

**Commodity Code:** 90700

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803

**Location Where Work Will Be Performed:** Various Locations, See Attached Projects

**Period of Contract:** From: Date of Award through Monday, June 30, 2015.

Sealed Proposals will be received until **4:00 PM, Wednesday, November 12, 2014**, for furnishing the services described herein.

All inquiries for information should be directed to:

Mrs. Elizabeth Reighard  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
Elizabeth.Reighard@dhr.virginia.gov

**PROPOSALS MUST BE MAILED OR HAND DELIVERED TO:**

Mrs. Elizabeth Reighard  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
Elizabeth.Reighard@dhr.virginia.gov

In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

FEI/FIN NO: \_\_\_\_\_

E-mail: \_\_\_\_\_

Dunn and Bradstreet No. : \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

(Signature in Ink)

Name: \_\_\_\_\_

(Please Print)

Title: \_\_\_\_\_

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Size of Business (check one):            ☐ Micro-Small

☐ Small            ☐ Large

Minority-Owned (check one):           ☐ Yes

☐ No

Women-Owned (check one):           ☐ Yes

☐ No

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## **I. PURPOSE:**

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish contracts through competitive negotiation for the purchase of services to conduct several Cost Share projects, see attachments for details, by the Commonwealth of Virginia's Department of Historic Resources (DHR).

## **II. BACKGROUND:**

DHR is responsible for the identification, evaluation and protection of historic resources throughout the Commonwealth. In order to work cooperatively with local governments toward these goals, DHR administers the Cost Share Program for the purpose of establishing agreements for local historic resource documentation and planning projects. The Cost Share Program has been designed to promote local and regional documentation and planning efforts and responds to Executive Memorandum 1-91, which requires agencies to reduce administrative burdens imposed on local governments in the management of state financial assistance programs.

In April of 2014, DHR issued a Request for Applications (RFA) to all Virginia localities and Planning District Commissions (PDC), to submit applications to DHR for Survey and Planning Cost Share Program funding for the 2014-15 cycle. The Cost Share program allows project costs to be shared between DHR and the local government or PDC. Eligible projects encompass a broad range of survey and planning activities that include a survey and/or Virginia Landmarks Register and National Register of Historic Places component, and address historic resources through identification, documentation, evaluation, and preservation planning activities consistent with the responsible stewardship of historic resources.

Following review of the applications submitted in response to the RFA, research and evaluation of project requirements, and consultation with local governments and PDCs receiving awards for the 2014-15 program cycle, DHR prepared project scopes of work for issuance in this RFP. All administrative functions of the projects posted in this RFP will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the projects to ensure that products resulting from the projects meet the needs and requirements of the participating local governments and PDCs and DHR, and that project services and products are accomplished and delivered in a timely manner.

## **III. STATEMENT OF NEEDS:**

Please see each individual attached project to obtain that project's specific statement of needs.

#### IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

##### A. GENERAL REQUIREMENTS:

1. RFP Response: In order to be considered for selection, offerors must submit a complete response to each attached scope of work, that the offeror wishes to submit a proposal for, contained in this RFP. **One original, so marked, and five (5) copies of each proposal must be submitted to DHR, and one (1) electronic copy saved as a PDF to a CD must be submitted to DHR.** The offeror shall make no other distribution of the proposal.
2. Proposal Preparation:
  - a. The proposal(s) shall be signed by an authorized representative of the offeror. All information requested must be submitted. Failure to submit all information requested may result in the agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
  - b. The proposal(s) shall be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis must be placed on completeness and clarity of content.
  - c. Each copy of the proposal(s) must be bound or contained in a single volume where practical. All documentation submitted with the proposal(s) must be contained in that single volume.
  - d. Ownership of all data, materials and documentation originated and prepared for DHR pursuant to the RFP shall belong exclusively to DHR and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of Section 2.2-4342 of the *Virginia Public Procurement Act* prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
3. Oral Presentation: Offerors who submit a proposal(s) in response to this RFP may be required to give an oral presentation of their proposal(s) to the DHR. This provides an opportunity for the offeror to clarify or elaborate on the proposal(s). This is a fact finding and explanation session only and does not include negotiation. The DHR will schedule the time and location of these presentations. Oral presentations are an option of the DHR and may or may not be conducted.

## **B. SPECIFIC PROPOSAL REQUIREMENTS:**

Proposal(s) must be as thorough and detailed as possible so that the DHR may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal(s):

1. The return of the RFP cover sheet, pricing schedule and addenda, if any, signed and filled out as required. **(This constitutes the State form).**
2. The format of each proposal must contain the following elements organized into separate chapters and sections, as the offeror may deem appropriate:
  - a. Approach and Workplan: The proposal(s) must address, in depth, the offeror's plan to meet the requirements of each of the tasks and activities outlined in the Statement of Needs of this RFP. The workplan must discuss the staffing level(s) required to complete each task, as well as the relative effort that each member of the proposed project team will devote to the project. The workplan also must include a task-by-task schedule of the time required to complete the project. Workplan steps should be supported by the proposed hours the offeror agrees to commit to the project.
  - b. Management Plan and Timetable: The offeror must present a plan that clearly explains how it will manage and control all proposed activities and the resulting timetable. The firm must explain how the management and administrative processes will ensure that appropriate levels of attention are given so that work is properly performed and that milestones are met on a timely basis as proposed.

This section should set forth beginning and ending dates, deliverables, and major milestones for a proposed timetable that coincides with the proposed workplan.
  - c. Project Team Qualifications and Experience: This section must include the qualifications of the staff the offeror will assign to this project once selected. At a minimum, the proposal shall:
    1. Designate a Project Manager.
    2. Include the organization, functional discipline, and responsibilities of project team members.
    3. Provide a complete resume or description of each team member's education, professional experience, length of time employed by the offeror and/or a subofferor.

4. Personnel named in the proposal shall remain assigned to the project throughout the period of the contract. No diversion or replacement may be made without submission of a resume of the proposed replacement with final approval of the DHR.
  5. The offeror shall clearly state if it is proposing to subcontract any of the work herein. Names of subofferors are to be provided and by proposing such firm(s) or individuals, the offeror assumes full liability for the subofferor's performance.
- d. Firm Experience and Capabilities/References: The purpose of this section is to provide an overview of the offeror's company, plus the offeror's commitment to the services set forth in this RFP.
1. Summarize the organization structure and size of the company plus its date of organization and current principal place of business.
  2. Outline and briefly discuss the scope of services provided and the approximate percentage of the total business devoted to the type of services requested in this RFP.
  3. The offeror must specify, in a similar manner with references, etc., the qualifications of any subofferors to be used in this proposed project.
  4. Include a list or describe representative clients served, both nationally and by the local office focusing on clients similar in size and complexity to the City.
  5. Provide the current name, address and telephone number of at least three (3) specific references the company has served either currently or in the past two years; preferably those where one or more members of the project team provided the same or similar services as requested herein.

Each reference should indicate the scope of services provided to each referenced client.

- e. Proposed price.
- f. SWaM Certification.

## **V. EVALUATION AND AWARD CRITERIA:**

- A. Award: Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting a proposal(s) on the basis of the evaluation factors



included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror(s), which, in its opinion, have made the best proposal(s), and shall award the contract to those offerors. The DHR may cancel this Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 2.2-4359, *Code of Virginia*.) Should the DHR determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the offeror's proposal as negotiated. The DHR will award each line item or project separately and reserve the right to award multiple line items or projects to one vendor.

To ensure that all the work is accomplished within the specified time frames, the DHR reserves the right to limit the number of contracts under DHR-sponsored documentation and planning cost share agreements to no more than two awarded to any one vendor for the same contract period.

**B. Evaluation Criteria:** Proposals will be evaluated by the DHR using the following criteria:

CRITERIA	POINT VALUE
A. Project Approach and Workplan	25
B. Project Management Plan and Timetable	25
C. Firm Experience and Capabilities/References	20
D. Project Cost	10
E. SWaM Certification	20

A DMBE-certified small business that serves as prime vendor will receive full credit for small business utilization. Other businesses will receive credit based on their Small Business Subcontracting Plan.

## **VI. GENERAL TERMS AND CONDITIONS:**

- A. **VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at [www.eva.virginia.gov](http://www.eva.virginia.gov) under "Vendors Manual" on the vendors tab.
- B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in

controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

- C. **ANTI-DISCRIMINATION:** By submitting their (bids/proposals), (bidders/offerors) certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:

- a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- D. **ETHICS IN PUBLIC CONTRACTING:** By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- F. **DEBARMENT STATUS:** By submitting their proposals, offerors certify that they are not currently debarred

by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

G. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

H. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR RFPs:**

1. **(Request For Proposals):** Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

I. **CLARIFICATION OF TERMS:** If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

J. **PAYMENT:**

1. **To Prime Contractor:**

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not

relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

2. To Subcontractors:

a. A contractor awarded a contract under this solicitation is hereby obligated:

- (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
- (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.

K. **PRECEDENCE OF TERMS:** The following General Terms and Conditions *VENDORS MANUAL*, *APPLICABLE LAWS AND COURTS*, *ANTI-DISCRIMINATION*, *ETHICS IN PUBLIC CONTRACTING*, *IMMIGRATION REFORM AND CONTROL ACT OF 1986*, *DEBARMENT STATUS*, *ANTITRUST*, *MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS*, *CLARIFICATION OF TERMS*, *PAYMENT* shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

L. **QUALIFICATIONS OF (OFFERORS):** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

- M. **TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
  2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
    - a. By mutual agreement between the parties in writing; or
    - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
    - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.
- P. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. **INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is

awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:**

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.

Automobile Liability - \$1,000,000 combined single limit. (Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor or third party owner of such motor vehicle. Only used if motor vehicle is to be used in the contract.)

**NOTE: In addition, various Professional Liability/Errors and Omissions coverage's are required when soliciting those services as follows:**

<b><u>Profession/Service</u></b>	<b><u>Limits</u></b>
Accounting	\$1,000,000 per occurrence, \$3,000,000 aggregate
Architecture	\$2,000,000 per occurrence, \$6,000,000 aggregate
Asbestos Design, Inspection or Abatement Contractors	\$1,000,000 per occurrence, \$3,000,000 aggregate
Health Care Practitioner (to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals or Health Maintenance Organizations.)	\$1,725,000 per occurrence, \$3,000,000 aggregate
(Limits increase each July 1 through fiscal year 2031, as follows: July 1, 2013 - \$2,100,000, July 1, 2014 - \$2,150,000. This complies with §8.01-581.15 of the <u>Code of Virginia</u> .)	
Insurance/Risk Management	\$1,000,000 per occurrence, \$3,000,000 aggregate
Landscape/Architecture	\$1,000,000 per occurrence, \$1,000,000 aggregate
Legal	\$1,000,000 per occurrence, \$5,000,000 aggregate
Professional Engineer	\$2,000,000 per occurrence, \$6,000,000 aggregate
Surveying	\$1,000,000 per occurrence, \$1,000,000 aggregate

R. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA VBO ([www.eva.virginia.gov](http://www.eva.virginia.gov)) for a minimum of 10 days.

S. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

T. **NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

U. **eVA Business-To-Government Vendor Registration:** The eVA Internet electronic procurement solution, website portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eprocurement solution by completing the free eVA Vendor Registration. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

- a. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
  - (i) DMBE-certified Small Businesses: 1%, capped at \$500 per order.
  - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.

For orders issued prior to July 1, 2014 the vendor transaction fees can be found at [www.eVA.virginia.gov](http://www.eVA.virginia.gov).

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

- V. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- W. **SET-ASIDES:** This solicitation is set-aside for DMBE-certified small business participation only when designated "SET-ASIDE FOR SMALL BUSINESSES" in the solicitation. DMBE-certified small businesses are those businesses that hold current small business certification from the Virginia Department of Minority Business Enterprise. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received the DMBE small business certification. For purpose of award, offerors shall be deemed small business if and only if they are certified as such by DMBE on the due date for receipt of proposals.
- X. **BID PRICE CURRENCY:** Unless stated otherwise in the solicitation, offerors shall state offer prices in US dollars.
- Y. **AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the Virginia Public Procurement Act shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

## **VII. SPECIAL TERMS AND CONDITIONS:**

- A. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The Commonwealth of Virginia, its authorized agents, and/or auditors shall have full access to and the right to examine any of said materials during said period.
- B. **AWARD TO MULTIPLE OFFERORS:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the



most advantageous (Code of Virginia, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

**BEST AND FINAL OFFER (BAFO):** At the conclusion of negotiations, the offeror(s) may be asked to submit in writing, a Best And Final Offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the offeror(s). The offeror's proposal will be recorded to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.

- C. **BID ACCEPTANCE PERIOD:** Any proposal in response to this solicitation shall be valid for 60 days. At the end of the 60 days the proposal may be withdrawn at the written request of the offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- D. **CANCELLATION OF CONTRACT:** DHR reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- E. **IDENTIFICATION OF PROPOSAL ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From:	
Name of Offeror	Due Date and Time
Street/Box No.	IFB No./RFP No.
City/State/Zip Code	IFB/RFP Title
Name of Contract/Purchase Officer or Buyer	

d. The envelope should be addressed as directed.

e. A proposal not contained in the special envelope is mailed, the offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designed location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

- F. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the agency with the names, qualifications and

experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.

G. **SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:**

A. It is the goal of the Commonwealth that 40% of its purchases be made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential offerors are required to submit a Small Business Subcontracting Plan. Unless the offeror is registered as a DMBE-certified small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to DMBE-certified small businesses. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received DMBE small business certification. No offeror or subcontractor shall be considered a Small Business, a Women-Owned Business or a Minority-Owned Business unless certified as such by the Department of Minority Business Enterprise (DMBE) by the due date for receipt of bids or proposals. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the DMBE certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided.

B. Each prime contractor who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution on a monthly basis, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm with the DMBE certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product or service provided. Payment(s) may be withheld until compliance with the plan is received and confirmed by the agency or institution. The agency or institution reserves the right to pursue other appropriate remedies to include, but not be limited to, termination for default.

C. Each prime contractor who wins an award valued over \$200,000 shall deliver to the contracting agency or institution on a monthly basis, information on use of subcontractors that are not DMBE-certified small businesses. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, and type of product or service provided.

H. **INVENTIONS AND COPYRIGHTS:** The contractor is prohibited from copyrighting any papers, interim reports, forms, or other material and/or obtaining patents on any invention resulting from its/his performance under this agreement, except upon the written direction of the Commonwealth of Virginia. The copyright or patent shall belong to the Commonwealth of Virginia.

I. **FREEDOM OF INFORMATION ACT:** Ownership of all data, material and documentation originated and prepared for the State is subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of this section prior to or upon submission of the

data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

- J. **DRUG FREE WORKPLACE:** Each of the following acts is prohibited by the contractor or his/her employees performing service under the terms of a contract resulting from this solicitation.
- a. Unlawful or unauthorized manufacture, distribution, dispensing, possession or use of alcohol or other drugs at the workplace.
  - b. Impairment or incapacitation in the workplace from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
  - c. By submitting a proposal, offerors certify that they understand these prohibitions, and if awarded a contract as the result of this solicitation, they will comply. They also understand that a violation of these prohibitions is a breach of contract and can result in default action.
- K. **PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- L. **eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS:** The solicitation/contract will result in (\_\_\_\_\_) purchase order(s) with the eVA transaction fee specified below assessed for each order.
- a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:
    - (i) DMBE-certified Small Businesses: 1%, capped at \$500 per order.
    - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.

The specified vendor transaction fee will be invoiced by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

The eVA Internet electronic procurement solution, website portal [www.eva.virginia.gov](http://www.eva.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from [www.eVA.virginia.gov](http://www.eVA.virginia.gov). Contractors should email Catalog or Index Page information to [eVA-catalog-manager@dgs.virginia.gov](mailto:eVA-catalog-manager@dgs.virginia.gov).

## **VIII. METHOD OF PAYMENT:**

- A. SUBMISSION OF INVOICES TO DHR:** *The contractor shall submit invoices for the work performed according to the schedule outlined in the Reporting and Delivery Instructions of each attached project.*

### **Original invoices must be sent to:**

Ms. Patricia A. Hurt, Grants Manager  
Virginia Department of Historic Resources  
10 Courthouse Ave.  
Petersburg, VA 23803  
Phone: 804.862.6198  
E-mail: [Patty.Hurt@dhr.virginia.gov](mailto:Patty.Hurt@dhr.virginia.gov)

A copy of all invoices must also be e-mailed for approval to Carey Jones at [Carey.Jones@dhr.virginia.gov](mailto:Carey.Jones@dhr.virginia.gov)

### **Electronic submissions are acceptable.**

An invoice shall be provided by the contractor at each of the following stages of the project (see due dates in schedule, outlined in the Reporting and Delivery Instructions section of each attached project):

1. Upon successful completion of the first project meeting, and the orientation and training meetings, as required (10% of the total project fee);
2. When the project has met the twenty five percent (25%) completion point (15% of the total project fee);
3. When the project has met the fifty percent (50%) completion point (25% of the total project fee);
4. When the project has met the seventy-five percent (75%) completion point (25% of the total project fee);
5. When the contractor has provided all final materials to DHR (25% of the total project fee).

- B. PROGRESS REPORTS:** *Each invoice must be accompanied by a progress report.*

The progress report shall:

1. List all tasks and deliverables required by the project;
2. State the percentage completed as of the date of the invoice;
3. Include an itemization of required services and products completed for that stage of the project;
4. Reflect submission of materials for review to DHR, and to the locality as required, as noted in the Reporting and Delivery Instructions section, of each attached project, with an itemization of materials submitted and date of submittal (the itemization should be

in the form of DHR number, if assigned, and property address). Note that the progress reports may use the format of the project schedules included in each project overview, attached.

**Electronic submissions are acceptable.**

**C. PAYMENT:**

**Payment on each invoice will be made by DHR within 30 days following receipt and approval of the invoice, contingent upon acceptance of the services performed and acceptance of the products for the period covered by the invoice.** When review of materials covered by the invoice indicates that substantial revisions are needed to meet DHR requirements, approval of payment may be delayed due to the length of time required for review and DHR's need to confirm that the products will be acceptable once changes are made. DHR will make every effort to review products and approve invoices on acceptable materials within two weeks of receipt of deliverables. **Note that failure to submit the invoice to the correct location, failure to submit a progress report with the invoice, or failure to submit a complete package of deliverables in the correct format and to the correct locations, prepared according to DHR requirements, may result in delayed payment.**

**IX. PRICING SCHEDULE:**

**Provide a lump sum price for each attached project separately. Only provide pricing on projects that you are interested in.**

Total project price to include all mileage, phone, lodging, meals, copying, photography, etc. to provide services as described:

Attachment A: Lump Sum Price: \_\_\_\_\_

Attachment B: Lump Sum Price: \_\_\_\_\_

Attachment C: Lump Sum Price: \_\_\_\_\_

Attachment D: Lump Sum Price: \_\_\_\_\_

Attachment E: Lump Sum Price: \_\_\_\_\_

Attachment F: Lump Sum Price: \_\_\_\_\_

Attachment G: Lump Sum Price: \_\_\_\_\_

**X. ATTACHMENTS**

- A. Architectural Reconnaissance Survey and Evaluation, City of Chesapeake
- B. Violet Bank Historic District Nomination, City of Colonial Heights
- C. Historic District Survey, Boundary Increase, and Updated Documentation, City of Danville
- D. Architectural Reconnaissance Survey and Report, Fauquier County
- E. Architectural Reconnaissance Survey, Nelson County
- F. Architectural Reconnaissance Survey and Report, Rockbridge County
- G. Mountain Road Historic District Nomination Update and Boundary Increase, Town of Halifax

**ATTACHMENT A**

**NORTHWEST RIVER BASIN  
SURVEY AND EVALUATION,  
CITY OF CHESAPEAKE**

## PROJECT OVERVIEW

**Issue Date:** October 15, 2014

**Title:** **Architectural Reconnaissance Survey and Evaluation**

**Commodity Code:** **90700**

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803

**Location Where Work  
Will Be Performed:** **City of Chesapeake**

**Period of Contract:** Date of Award through Tuesday, June 30, 2015

Responses will be received until **4:00 PM, Wednesday, November 12, 2014**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Ms. Elizabeth Reighard  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
[Elizabeth.Reighard@dhr.virginia.gov](mailto:Elizabeth.Reighard@dhr.virginia.gov)

All inquiries about the scope of the projects should be directed to Ms. Carey L. Jones at (804) 482-6453 and all questions about the solicitation itself or procurement process should be directed to Ms. Elizabeth Reighard at (804) 862-6193.



## **PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the Northwest River Basin survey and evaluation project in the City of Chesapeake. It is anticipated that this historic resources documentation effort will result in increased awareness about the location and significance of historic properties and will support the City's long term planning, education, and tourism goals.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the City and DHR, and that is delivered in a timely manner.

## **BACKGROUND AND PROJECT INFORMATION**

The City of Chesapeake is located in the Tidewater region of Virginia and faces a threat from subdivisions proposals and demolition by neglect. This project builds on a recommendation from a 2012-2013 report and seeks to meet goals established in the City of Chesapeake's 2035 Comprehensive Plan. This project will identify and document at the reconnaissance level 100 properties in the Northwest River Basin area and produce a preliminary information form (PIF) that evaluates the area's potential for listing in the National Register of Historic Places and the Virginia Landmarks Register.

The Northwest River Basin is an approximately 43,000 acre area in the southwest corner of the City. It is roughly bounded by the border with Virginia Beach to the east, North Carolina to the south, the Great Dismal Swamp National Wildlife Refuge to the west, and Benefit Road to the north. There are approximately 120 properties already identified and recorded with DHR in the area; the project will result in the recordation of 100 additional properties. In addition, a PIF will be prepared that evaluates the area's potential for listing in the National Register of Historic Places and the Virginia Landmarks Register, discusses applicable criteria, areas, and periods of significance, and number of contributing and non-contributing buildings/structures/sites/objects.

## **STATEMENT OF NEEDS**

The consultant shall provide all labor and materials for the Northwest River Basin survey and evaluation project. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service *Guidelines for Local Surveys: A Basis for Preservation Planning* and all requirements as outlined in DHR's *Guidelines for Conducting Historic Resources Survey in Virginia* (2011) available on DHR's website at: [www.dhr.virginia.gov/pdf\\_files/Survey%20Manual-RevOct.2011Final.pdf](http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf). The PIF produced for this project shall also be prepared according to requirements as described in DHR's *National Register of Historic Places and Virginia Landmarks Register Evaluation Process* (2012).

It is the expectation of DHR and the City that all materials prepared for this project will be professionally executed according to requirements included in Attachment E of this RFP, fully proofread and edited by the contractor, and submitted according to requirements set forth in Attachment F of this RFP. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission. Final documentation products (archives files) and the PIF shall be provided according to the requirements for

quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by the City, according to the Detailed Schedule (Section VII).

## **PROJECT DELIVERABLES**

Project deliverables will include hard copy property documentation (Archives files) for all properties recorded and data entry of all surveyed properties into DHR's Virginia Cultural Resources Information System (V-CRIS) and a Preliminary Information Form (PIF) that evaluated the areas potential for listing on the National Register of Historic Places and the Virginia Landmarks Register. Paper and digital copies of these products shall be provided to DHR and to the City, as described below.

### **Reconnaissance Documentation**

As per DHR's *Guidelines* (2011), the following materials shall be provided for each recorded property:

**One (1) hard copy reconnaissance-level documentation form utilizing V-CRIS for the data entry;**

**One (1) set of 3½" x 5" black and white, archival photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained);**

**One (1) set of digital images saved on a CD-ROM as an uncompressed TIF file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's *Guidelines* (2011); and**

**One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.**

### **Preliminary Information Form (PIF)**

In coordination with DHR's Architectural Historian, Tidewater Regional Preservation Office, the contractor shall prepare a PIF for the potential Northwest River Basin historic district. The PIF will be presented at the next scheduled Architectural Evaluation Team, and pending any revisions, to the State Review Board (SRB) at its June 2015 meeting. DHR staff will make the presentation at the SRB; however, the contractor may be asked to attend the meeting. The PIF will be prepared following the guidance provided for preparation of a PIF for historic districts found on DHR's website ([http://www.dhr.virginia.gov/registers/downloading\\_register\\_forms.htm](http://www.dhr.virginia.gov/registers/downloading_register_forms.htm)).

## **PROJECT SCHEDULE OVERVIEW**

### **Project Initiation**

At the start of the project, the contractor will attend a project orientation meeting with DHR's Architectural Survey Coordinator and Archivist. This meeting can include V-CRIS training (if necessary) and can be coordinated with conducting required background research in DHR's Archives (see item V.B., below). At this time the consultant may obtain archives packaging materials (file folders, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project located in DHR's Archives (copies are free of charge, and are to be provided to the City at the end of the project). During the initial phase of the project, the consultant shall meet with DHR and City officials to discuss the goals, progress, and findings of the project.

It is anticipated that there will be at least one public meeting during the initial stage of the project; the consultant may be required to make a brief presentation on the proposed project methodology at this meeting.

### **Background Research**

Prior to beginning fieldwork, the consultant will review existing materials relevant to the study area held by the DHR Archives, including documentation on properties in the study area. The consultant will also examine all pertinent information related to the proposed project area in the City's government records and will carry out background research in other repositories including local historical society records, and materials at the Library of Virginia and the Virginia Historical Society.

### **Interim Submittals**

Interim draft survey materials are due at set intervals throughout the project, at 25%, 50%, and 75% completion points (See Detailed Schedule, Section VII). Hard copies of the materials will be submitted to the Architectural Historian in the Tidewater Regional Preservation Office (TRPO) and electronic copies (on a CD) to DHR's Architectural Survey Coordinator. An additional disk with electronic materials shall also be provided to the City. If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. DHR will remit interim payments when the 25%, 50%, 75% and 100% submittals are approved by DHR's Architectural Historian in the respective regional office and Survey Coordinator.

The consultant will attend a project meeting with DHR's TRPO staff and City officials no later than Friday, January 9, 2015 to discuss the project. A windshield survey of some of the properties to be considered for this project is expected to be conducted as part of this meeting. Also, priority properties to be included in this study and a draft list of the properties to be documented shall be discussed. Part of this meeting may also include a public meeting; otherwise a separate public meeting may be held during the initial phase of the project, and before the 25% completion point is reached, at the discretion of the City and DHR.

By Friday, June 5, 2015, all complete, final products must be received by DHR. Distribution of materials to the City will be handled by the consultant in consultation with DHR's Architectural Survey Coordinator and Architectural Historian, TRPO.

## CONSULTANT DATA SHEET

### **YEARS IN BUSINESS:**

Indicate the length of time you have been in business providing this type of service.

Years: \_\_\_\_\_ Months: \_\_\_\_\_.

**REFERENCES:** Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT NAME, CONTACT PERSON & INFORMATION	PROJECT DESCRIPTION AND PERIOD OF SERVICE

## DETAILED SCHEDULE OF DELIVERABLES

*The project schedule may be accelerated by the consultant with prior approval of DHR and the City.*

### **Friday, January 9, 2015 – Project Initiation and Background Research Complete:**

- First project meeting with contractor, DHR staff, and City officials.
- Project orientation meeting and V-CRIS training (if needed) with DHR staff.
- Background research at DHR Archives complete.
- Public meeting with contractor, DHR staff, and City officials.

### **Friday, February 27, 2015 – 25% completion:**

- At minimum **thirty (30)** draft reconnaissance-level property documentation forms, with black and white photographs, and supporting documentation (site plans).
- Hard copies of the materials will be submitted to the Architectural Historian in Tidewater Regional Preservation Office. This is to include printed V-CRIS forms, black and white photographs, and site plans organized in labeled Archives folders.
- Electronic copies of the digital photographs and site plans to DHR's Architectural Survey Coordinator.
- A draft electronic copy of the PIF, prepared according to DHR Standards, to the Architectural Historian in the Tidewater Regional Preservation Office, DHR's Survey Coordinator, and the City for review and comment

### **Friday, April 10, 2015 (tentative):**

- A final copy of the PIF with all supporting materials, revised as per comments from the Architectural Historian, Tidewater Regional Preservation Office, to DHR and the City for review and comment.

### **Friday, April 17, 2015 - 50% completion:**

- At minimum **fifty (50)** additional draft reconnaissance-level property documentation forms, with black and white photographs and site plans.
- Hard copies of the materials will be submitted to the Architectural Historian in Northern Regional Preservation Office. This is to include printed V-CRIS forms, black and white photographs, and site plans organized in labeled Archives folders.
- Electronic copies of the digital photographs and site plans to DHR's Architectural Survey Coordinator.
- Revised reconnaissance-level property documentation forms and supporting materials from the initial submission, if necessary.

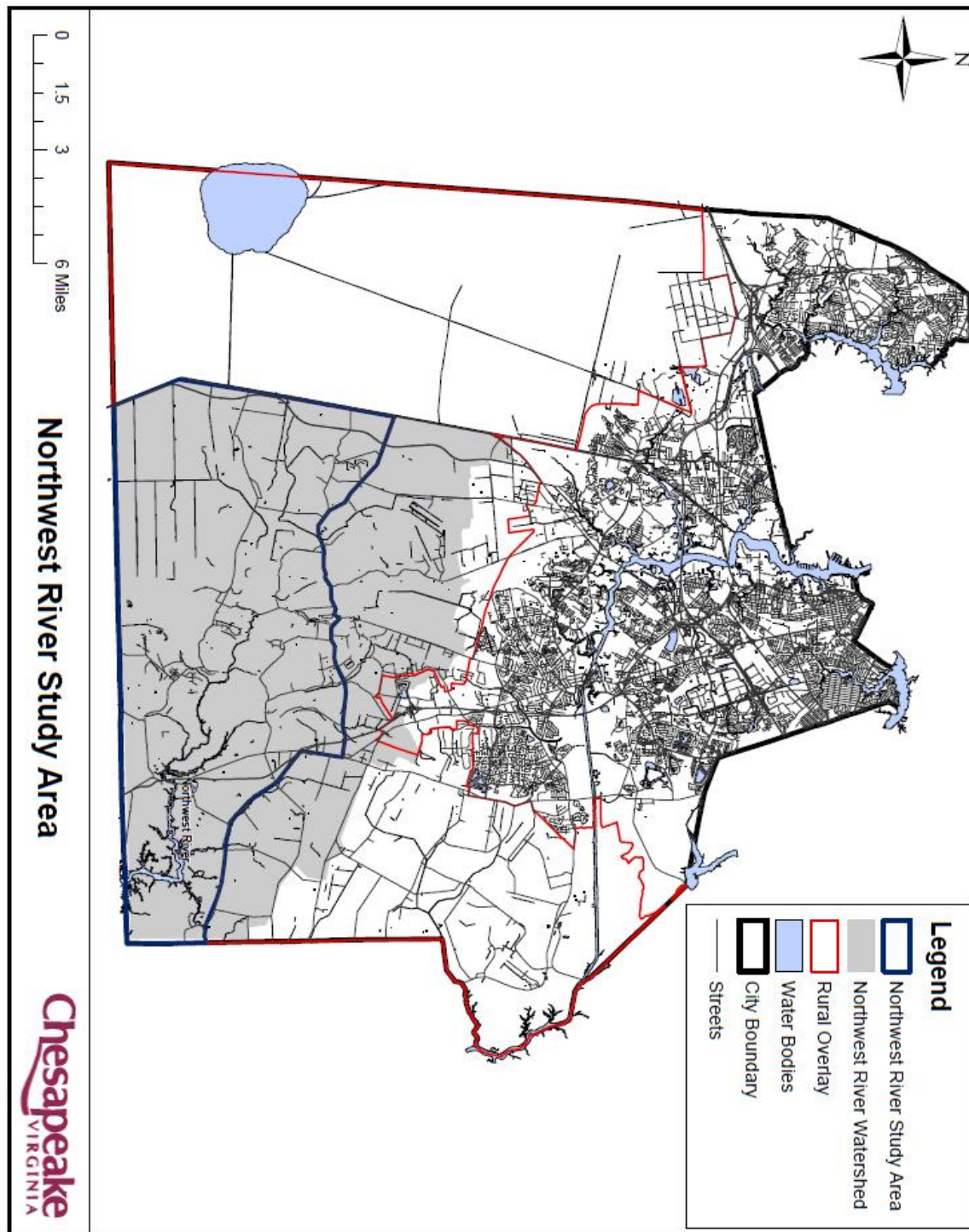
### **Friday, May 15, 2015 – 75% completion:**

- At minimum **twenty (20)** additional draft reconnaissance-level property documentation forms, with black and white photographs and site plans.
- Hard copies of the materials will be submitted to the Architectural Historian in Northern Regional Preservation Office. This is to include printed V-CRIS forms, black and white photographs, and site plans organized in labeled Archives folders.
- Electronic copies of the digital photographs and site plans to DHR's Architectural Survey Coordinator.
- Revised reconnaissance-level property documentation forms and supporting materials from the initial submission, if necessary.

### **Friday, June 5, 2015 - 100% completion:**

- All revised, final documentation products including printed documentation forms, photographs (black and white and digital), site plans to DHR Northern Regional Preservation Office. If necessary, final electronic copies of the digital photographs to DHR's Architectural Survey Coordinator.

**MAP: Proposed Northwest River Basin Historic District Survey Area**



*Source: 2014-2015 State Cost Share Survey and Planning Application, City of Chesapeake*

**ATTACHMENT B**

**VIOLET BANK  
HISTORIC DISTRICT NOMINATION,  
CITY OF COLONIAL HEIGHTS**



## PROJECT OVERVIEW

**Issue Date:** October 15, 2014

**Title:** **Violet Bank Historic District Nomination**

**Commodity Code:** **90700**

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803

**Location Where Work  
Will Be Performed:** **City of Colonial Heights**

**Period of Contract:** Date of Award through Tuesday, June 30, 2015

Responses will be received until **4:00 PM, Wednesday, November 12, 2014**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Ms. Elizabeth Reighard  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
[Elizabeth.Reighard@dhr.virginia.gov](mailto:Elizabeth.Reighard@dhr.virginia.gov)

All inquiries about the scope of the projects should be directed to Ms. Carey L. Jones at (804) 482-6453 and all questions about the solicitation itself or procurement process should be directed to Ms. Elizabeth Reighard at (804) 862-6193.

## **PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the Violet Bank Historic District Nomination in the City of Colonial Heights. It is anticipated that this will support the City's long-range historic preservation planning efforts, and will lead to the nomination of the Violet Bank Area to the National Register of Historic Places and Virginia Landmarks Register.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the City and DHR, and that is delivered in a timely manner.

## **BACKGROUND AND PROJECT INFORMATION**

The proposed Violet Bank Historic District is located in the City of Colonial Heights, just north of Petersburg. The district contains approximately 230 properties, with the majority dating from 1920 to 1949. The predominant styles are American Four Square and Craftsman bungalows. The proposed district boundary includes approximately 50 acres and is bounded by Royal Oak and Virginia Avenues, on the south, Lee Avenue on the north, the Boulevard (also known as Route 301/1) on the west and Lafayette, Bristol and Jackson Avenues on the east.

Since 2007, the City of Colonial Heights has been working with members of the Flora Hill neighborhood to prepare a National Register nomination form for the proposed Violet Bank Historic District. As part of the process, community members and City staff worked to complete surveys for each of the properties in the proposed district. This process required countless hours of volunteer time to complete. Each property was photographed, and a detailed survey form for each property was completed. In 2008, the committee, with the help of City staff, submitted a Preliminary Information Form (PIF) for the district to the Department of Historic Resources (DHR). In June of that year, the City received the department's approval to prepare and submit a nomination for this district. Soon after receiving approval at the PIF stage, the effort stalled.

In 2013, the City received a cost share grant from the Department of Historic Resources to hire a consultant to complete the individual reconnaissance level surveys of every property within the boundaries of the Violet Bank District. The surveys include final hard copy survey files for all properties within the District and the preparation of supporting documentation, including photographs and site plans. City staff committed to entering the survey information into V-CRIS; work on this is on-going.

## **STATEMENT OF NEEDS**

The consultant shall provide all labor and materials for the preparation of the Violet Bank Historic District state and national register nomination form. Any additional field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service *National Register Bulletin 16A: How to Complete the National Register Registration Form* (1997) and all requirements as outlined in DHR's *National Register of Historic Places and Virginia Landmarks Register Nomination Process* available on DHR's website at:

[http://www.dhr.virginia.gov/registers/Nomination%20Process\\_2012.pdf](http://www.dhr.virginia.gov/registers/Nomination%20Process_2012.pdf).

It is the expectation of DHR and the City that all materials prepared for this project will be professionally executed according to requirements included in Attachment E of this RFP, fully proofread and edited by the contractor, and submitted according to requirements set forth in Attachment F of this RFP. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission. Final products shall be provided according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by the City, according to the Detailed Schedule (Section VII).

## **PROJECT DELIVERABLES**

### **Nomination Form**

The consultant shall prepare a nomination form using the *National Register of Historic Places Registration Form* available from DHR's website: [http://www.dhr.virginia.gov/register/downloading\\_register\\_forms.htm/](http://www.dhr.virginia.gov/register/downloading_register_forms.htm/). The form will be prepared following all applicable guidelines including *National Register Bulletin 16A: How to Complete the National Register Registration Form* (1997) available online from the National Park Service at: <http://www.nps.gov/nr/publications/bulletins/pdfs/nrb16a.pdf> and DHR's *National Register of Historic Places and Virginia's Landmarks Registry Nomination Process* available at: [http://www.dhr.virginia.gov/register/Nomination%20Process\\_2012.pdf](http://www.dhr.virginia.gov/register/Nomination%20Process_2012.pdf).

## **PROJECT SCHEDULE OVERVIEW**

### **Project Initiation**

At the start of the project, the contractor will attend a project orientation meeting with DHR's Architectural Survey Coordinator and Director, Capital Region Preservation Office (CRPO). During the initial phase of the project, the consultant shall meet with DHR and City officials to discuss the goals, progress, and findings of the project.

It is anticipated that there will be at least one public meeting during the initial stage of the project; the consultant may be required to make a brief presentation on the proposed project methodology at this meeting.

### **Background Research**

Prior to beginning fieldwork, the consultant will review existing materials relevant to the study area held by the DHR Archives, including documentation on properties in the study area. The consultant will also examine all pertinent information related to the proposed project area in the City's government records and will carry out background research in other repositories including local historical society records, and materials at the Library of Virginia and the Virginia Historical Society.

## **Interim Submittals**

Interim draft survey materials are due at set intervals throughout the project, at 25%, 50%, and 75% completion points (See Detailed Schedule, Section VII). Hard copies of the materials will be submitted to the Director of the Capital Region (CRPO). If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. DHR will remit interim payments when the 25%, 50%, 75% and 100% submittals are approved by DHR's Architectural Historian in the respective regional office and Survey Coordinator.

The consultant will attend a project meeting with DHR's CRPO Director and City officials no later than Friday, January 9, 2015 to discuss the project. A windshield survey of some of the proposed historic district is expected to be conducted as part of this meeting. Part of this meeting may also include a public information meeting; otherwise a separate public meeting may be held during the initial phase of the project, and before the 25% completion point is reached, at the discretion of the City and DHR.

By Friday, June 5, 2015, all complete, final products must be received by DHR.

## CONSULTANT DATA SHEET

### **YEARS IN BUSINESS:**

Indicate the length of time you have been in business providing this type of service.

Years: \_\_\_\_\_ Months: \_\_\_\_\_.

**REFERENCES:** Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT NAME, CONTACT PERSON & INFORMATION	PROJECT DESCRIPTION AND PERIOD OF SERVICE

## DETAILED SCHEDULE OF DELIVERABLES

*The project schedule may be accelerated by the consultant with prior approval of DHR and the City. Draft schedule to be finalized when the 2015 National Register Nomination Schedule is finalized.*

### **Friday, January 9, 2015 – Project Initiation and Background Research Complete:**

- First project meeting with contractor, DHR staff, and City officials.
- Review of site files at DHR Archives complete.

### **Friday, February 27, 2015 - 25% completion:**

- Draft Violet Bank Historic District National Register documentation, including nomination form, photos and required mapping submitted to CRPO Director.
- Completed Register Nomination Check List and all notification materials as described in the check list submitted to CRPO Director.

### **Friday, April 3, 2015 – 50% completion:**

- The Violet Bank Historic District register nomination (revised as per DHR review comments), in final form with all required supporting materials (in hard copy and digital format) submitted to the CRPO Director.

### **Friday, May 15, 2015 – 75% completion:**

- The consultant will coordinate with DHR's CRPO Director to schedule a public hearing in the City of Colonial Heights and to provide a brief presentation

### **Friday, June 5, 2015 - 100% completion:**

- The consultant will attend the June Board meeting and work with DHR's CRPO Director to prepare a presentation and will assist in answering any questions from the State Review Board and the Historic Resources Board.

**MAP: Proposed Violet Bank Historic District**



*Source: 2014-2015 State Cost Share Survey and Planning Application, City of Colonial Heights*

**ATTACHMENT C**

**OLD WEST END HISTORIC DISTRICT  
NOMINATION UPDATE AND BOUNDARY  
INCREASE,  
CITY OF DANVILLE**



## PROJECT OVERVIEW

**Issue Date:** October 15, 2014

**Title:** **Historic District Survey, Boundary Increase, and Updated Documentation**

**Commodity Code:** **90700**

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803

**Location Where Work  
Will Be Performed:** **City of Danville**

**Period of Contract:** Date of Award through Tuesday, June 30, 2015

Responses will be received until **4:00 PM, Wednesday, November 12, 2014**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Ms. Elizabeth Reighard  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
[Elizabeth.Reighard@dhr.virginia.gov](mailto:Elizabeth.Reighard@dhr.virginia.gov)

All inquiries about the scope of the projects should be directed to Ms. Carey L. Jones at (804) 482-6453 and all questions about the solicitation itself or procurement process should be directed to Ms. Elizabeth Reighard at (804) 862-6193.

## **PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the City of Danville Old West End Historic District (OWE) National Register nomination update with supplemental architectural reconnaissance survey of individual properties in the district and a boundary increase to include extensions to the east and west. It is anticipated that this effort will result in a more inclusive and cohesive Historic District, the documentation of which will better facilitate the City's historic architectural review program and historic tax-credit rehabilitation projects, and support the City's long-term planning, education, and tourism goals.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the City and DHR, and that is delivered in a timely manner.

## **BACKGROUND AND PROJECT INFORMATION**

Over the past several years the City of Danville has placed an increased focus on documentation, stabilization and revitalization of the Old West End Historic District (OWE). While this area faces many challenges, there are activities that can assist in creating a stronger foundation for the stabilization and revitalization efforts. One such activity is to update the existing OWE National Register nomination to amend the period of significance for the District and create boundary extensions (one to the east and one to the west). An updated and more comprehensive nomination will give the City increased guidance, a stronger foundation of knowledge, and tools to use for the future.

Danville's OWE Historic District was honored with Virginia Landmarks Register designation in November of 1972, followed by NHRP designation in April of 1973. At the time, identification of a period of significance was not required. Since then, periods of significance have become vital for identification of contributing resources, many of which may be viable rehabilitation tax credit projects and subject to the city's architectural review and design guidelines. The first draft of "Pine Street/Five Forks Development Initiative, Old West End Revitalization Strategy" completed by Hill Studio in March 2014, identifies this lack of information as a significant concern. The document states the need to complete a survey and to amend the period of significance in order to create a viable financial plan for the revitalization of the area, specifically the Five Forks area. Identification of a period of significance will provide context for interpretation and proper allocation of scarce funds.

In addition to an update to the existing OWE nomination, this projects seeks to nominate two boundary extensions; one to the east and one to the west (See Section IX, below). The extension to the east will encompass five parcels: four with buildings, and one vacant lot. The four parcels/buildings were documented during an OWE Reconnaissance Survey in 2006.

The boundary extension to the west consists of approximately 68 properties and one cemetery in the Grove Street area, all of which were documented in 2013 at the reconnaissance level. It is anticipated that the existing survey records for both expansion areas will require minimal updates during the current project.

## **OBJECTIVES**

The objectives of the project are: to amend the boundaries of the existing OWE Historic District with expansions areas to the east and west; to update the existing district nomination, completed in 1972, with identification of a period of significance for the district and the contributing status of each individual resource in the district; and to update the existing reconnaissance-level survey records of the individual properties being added to the district.

## **STATEMENT OF NEEDS**

The consultant shall provide all labor and materials for the project. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service *Guidelines for Local Surveys: A Basis for Preservation Planning* and all requirements as outlined in DHR's *Guidelines for Conducting Historic Resources Survey in Virginia* (2011) available on DHR's website at: [www.dhr.virginia.gov/pdf\\_files/Survey%20Manual-RevOct.2011Final.pdf](http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf). The survey report produced for this project shall also be prepared according to DHR requirements as described in the *Guidelines* (2011) and any subsequent revisions.

It is the expectation of DHR and the City of Danville that all materials prepared for this project will be professionally executed according to requirements included in Attachment E of this RFP, fully proofread and edited by the contractor, and submitted according to requirements set forth in Attachment F of this RFP. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission. Final documentation products (archives files) and the final report shall be provided according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review of draft materials submitted by the consultant to DHR and the City of Danville according to the Detailed Schedule (Section VII).

## **PROJECT DELIVERABLES**

Project deliverables will include hard copy property documentation (Archives files) for all properties recorded and data entry of all surveyed properties into DHR's Virginia Cultural Resources Information System (V-CRIS) and a complete National Register of Historic Places nomination for the boundary increase with all required supporting materials (See current DHR nomination checklist), and updated inventory, period of significance, and bibliography for the original nomination. Paper and digital copies of these products shall be provided to DHR and the City, as described below.

## **Reconnaissance Documentation**

As per DHR's *Guidelines* (2011), the following materials shall be provided for each recorded property:

**One (1) hard copy reconnaissance-level documentation form utilizing V-CRIS for the data entry;**

**One (1) set of 3½” x 5” black and white, archival photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements (4” x 6” black and white photos may be used if 3½” x 5” size photos cannot be obtained);**

**One (1) set of digital images saved on a CD-ROM as an uncompressed TIF file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR’s *Guidelines* (2011); and**

**One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.**

## **Revised OWE Historic District Nomination**

The nomination update materials for the existing OWE HD shall include an updated inventory that accounts for every building in the existing OWE HD, and must include, at a minimum, DHR site identification number, property type, architectural style, date of construction, and contributing/non-contributing status for each building. The narrative should include a justification of the revised period of significance, and, if applicable, a bibliography should also be included. All of this information is to be submitted to DHR on National Register nomination continuation sheets.

## **OWE Historic District Boundary Increase**

As per current NPS requirements, the OWE HD boundary increase will be a separate nomination and be submitted on a new NRHP nomination form with all required supporting materials including DHR legal notification form/materials, maps showing existing and amended boundaries, identification of a period of significance for the district and inventory with the contributing status of each individual resource within the amended boundaries. Requirements for nominations materials are listed in the DHR nomination checklist at the following link:

[http://www.dhr.virginia.gov/register/downloading\\_register\\_forms.htm](http://www.dhr.virginia.gov/register/downloading_register_forms.htm).

## **PROJECT SCHEDULE OVERVIEW**

### **Project Initiation**

At the start of the project, the contractor will attend a project orientation meeting with DHR’s Architectural Survey Coordinator and Archivist in DHR’s Richmond headquarters. This meeting can include V-CRIS training (if necessary) and can be coordinated with conducting required background research in DHR’s Archives (see item V.B., below). At this time the consultant may obtain archives

packaging materials (file folders, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project located in DHR's Archives (copies are free of charge, and are to be provided to the City at the end of the project). During the initial phase of the project, the consultant shall meet with DHR and the City of Danville officials to discuss the goals, progress, and any initial findings of the project.

## **Background Research**

Prior to beginning the fieldwork, the consultant will review existing materials relevant to the study area held by the DHR Archives, including documentation on properties in the study area. The consultant will also examine all pertinent information related to the proposed project area in the City's government records and will carry out background research in other repositories including local historical society records, the Library of Virginia, and the Virginia Historical Society.

## **Interim Submittals**

Interim draft survey and/or National Register documentation materials are due at set intervals throughout the project, at 25%, 50%, and 75% completion points (See Detailed Schedule, Section VII). Hard copies of the materials will be submitted to the Architectural Historian in the Western Regional Preservation Office (WRPO) and electronic copies (on a CD) to DHR's Architectural Survey Coordinator (in Richmond). An additional disk with electronic materials shall also be provided to the City. If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. DHR will remit interim payments when the 25%, 50%, 75% and 100% submittals are approved by DHR's WRPO Architectural Historian and Survey Coordinator.

The consultant will attend a project meeting with DHR's WRPO staff and City officials no later than Friday, January 9, 2015 to discuss the project. A driving tour of some of the properties to be considered for this project is expected to be conducted as part of the meeting.

By Friday, June 5, 2015, all complete, final products must be received by DHR. Distribution of materials to the City will be handled by the consultant in consultation with DHR's Architectural Survey Coordinator and Architectural Historian, WRPO.

## CONSULTANT DATA SHEET

### **YEARS IN BUSINESS:**

Indicate the length of time you have been in business providing this type of service.

Years: \_\_\_\_\_ Months: \_\_\_\_\_.

**REFERENCES:** Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT NAME, CONTACT PERSON & INFORMATION	PROJECT DESCRIPTION AND PERIOD OF SERVICE

## DETAILED SCHEDULE OF DELIVERABLES

*The project schedule may be accelerated by the consultant with prior approval of DHR and the City.*

### **Friday, January 9, 2015 – Project Initiation and Background Research Complete:**

- First project meeting with contractor, DHR staff, and City officials.
- Project orientation meeting and V-CRIS training (if needed) with DHR staff.
- Review of site files at DHR Archives complete.

### **Friday, February 13, 2015 – 25% completion:**

- All required revised/updated reconnaissance-level property documentation forms, including those for the Grove Street area and Five Forks boundary increases, edited to reflect their inclusion in the OWE HD, submitted through V-CRIS.

### **Friday, February 27, 2015 - 50% completion:**

- All hard-copy reconnaissance-level property documentation forms for the project, revised as per DHR review comments.
- Hard copies of the materials will be submitted to the Architectural Historian in Western Regional Preservation Office. This is to include printed V-CRIS forms, black and white photographs, and site plans organized in labeled Archives folders.
- Electronic copies of the digital photographs and site plans to DHR's Architectural Survey Coordinator.
- Electronic versions of all (draft) OWE HD update documentation on NRHP continuation sheets, photos and mapping, submitted to DHR WRPO architectural historian.
- Electronic versions of National Register boundary increase documentation, including a new NRHP form, photos and required mapping, revised as per WRPO review comments, to WRPO architectural historian.

### **Friday, March 20, 2015 – 75% completion:**

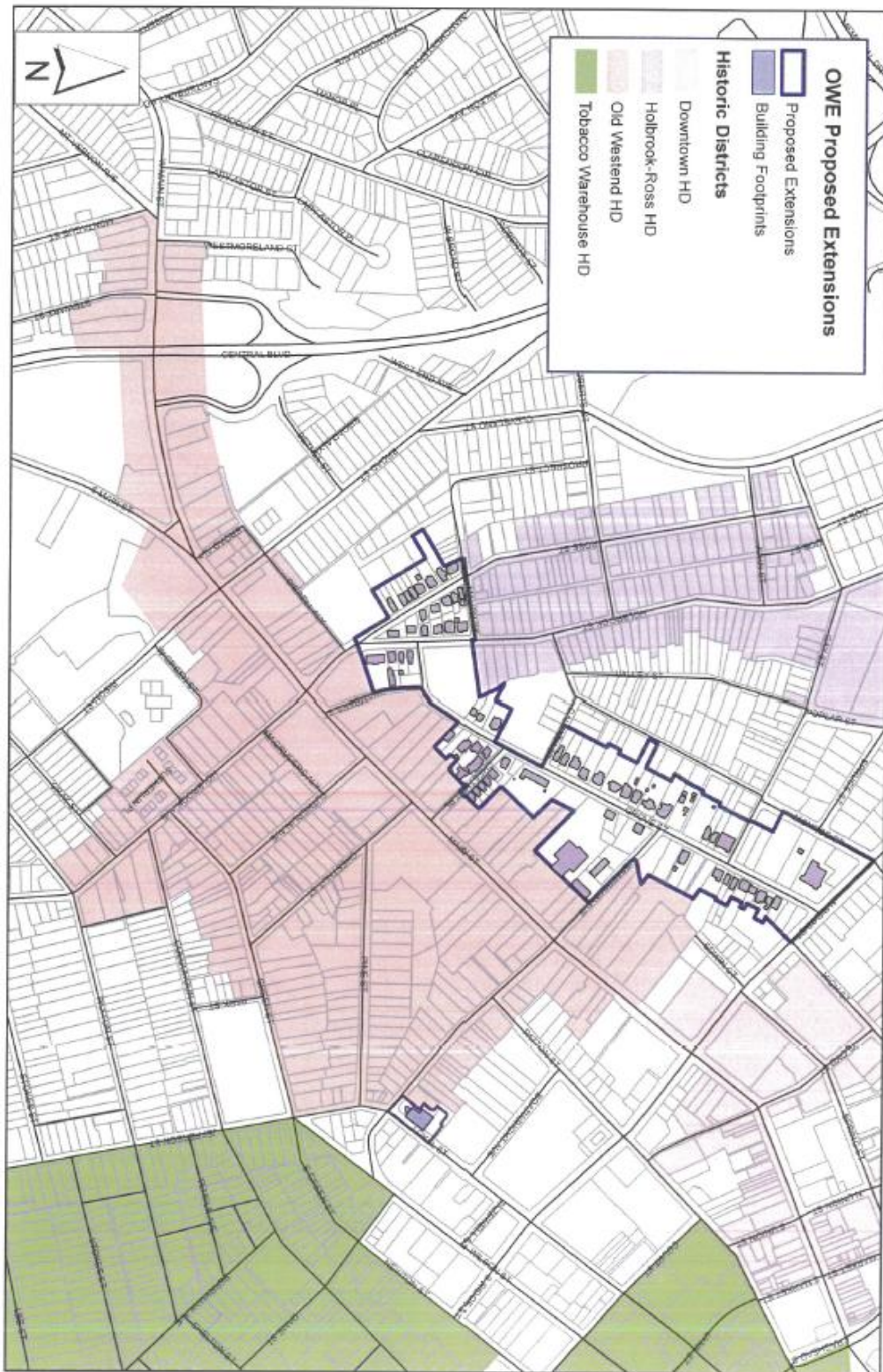
- Draft of all required National Register boundary increase documentation, including new NRHP form, photos and mapping, revised as per WRPO review comments, to WRPO architectural historian *in electronic and hard copy*.
- Final draft OWE HD update documentation on NR continuation sheets, with photos and mapping, revised as per WRPO review comments, submitted to DHR WRPO architectural historian *in electronic and hard copy*.

### **Friday, May 22, 2015 - 100% completion:**

- Consultant presentation at register public hearing in Danville, conducted by WRPO architectural historian, between May 11 and May 19, 2015.
- All final updated OWE HD boundary increase documentation, revised as per DHR Richmond staff review comments, to WRPO architectural historian.



**MAP: Old West End Historic District with Proposed Expansion Areas**



*Source: 2014-2015 State Survey and Planning Cost Share Program Application, City of Danville*



**ATTACHMENT D**

**ARCHITECTURAL RECONNAISSANCE  
SURVEY AND REPORT,  
FAUQUIER COUNTY**

## PROJECT OVERVIEW

**Issue Date:** October 15, 2014

**Title:** **Architectural Reconnaissance Survey and Report**

**Commodity Code:** **90700**

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803

**Location Where Work  
Will Be Performed:** **Fauquier County**

**Period of Contract:** Date of Award through Tuesday, June 30, 2015

Responses will be received until **4:00 PM, Wednesday, November 12, 2014**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Ms. Elizabeth Reighard  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
[Elizabeth.Reighard@dhr.virginia.gov](mailto:Elizabeth.Reighard@dhr.virginia.gov)

All inquiries about the scope of the projects should be directed to Ms. Carey L. Jones at (804) 482-6453 and all questions about the solicitation itself or procurement process should be directed to Ms. Elizabeth Reighard at (804) 862-6193.

## **PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the Fauquier County Reconnaissance Survey and Report project. It is anticipated that this historic resources documentation effort will result in increased awareness about the location and significance of historic properties and will support the County's long term planning, education, and tourism goals.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the County and DHR, and that is delivered in a timely manner.

## **BACKGROUND AND PROJECT INFORMATION**

Fauquier County is located in the Northern region of Virginia and has recently experienced alarming acceleration of by right rural subdivisions and demolition permit applications. These activities have contributed to an awareness of the lack of updated survey in the County. This project seeks to address this by identifying and documenting at the reconnaissance level 150 properties in southern Fauquier County with approximately 30 properties in the Blackwelltown area.

Southern Fauquier County has the most need at this time with historic properties that have never been identified and others that were last surveyed in the 1970s. Southern Fauquier County still has a high concentration of late-19th to mid-20th century historic dairy farm complexes. Survey of these resources will provide insight to the evolution of specialized agricultural practices in Fauquier County, as well as the region's agricultural economy over the last 100 years or more. Also, this area is one of the earliest settled sections of the County; survey of resources would provide additional information about 18th century settlement and the gentry and planter-class patterns of land use and development.

Blackwelltown is the earliest known African American settlement in the County. Some research has been done into the history of the community. However, little is known about its architectural resources with only a few properties identified and documented. Since physical place tells this important story, it's imperative that the community is documented, added to the cultural resource inventory, and mapped as soon as possible. The Blackwelltown area will be the first area of focus for the survey effort. It is anticipated that Blackwelltown will be documented, and evaluated, as a potential historic district.

This project seeks to document properties 150 properties not yet included in DHR's Inventory and produce a survey report. The study properties will be identified in consultation with the County and will be documented at the reconnaissance level with an emphasis on secondary resources including family cemeteries and agricultural outbuildings. At the conclusion of the survey work a report will be prepared with a historic context for the study areas, recommendations for potential National Register and Virginia Landmarks eligibility and suggestions for future preservation efforts.

## **STATEMENT OF NEEDS**

The consultant shall provide all labor and materials for the Fauquier County reconnaissance survey and

report project. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service *Guidelines for Local Surveys: A Basis for Preservation Planning* and all requirements as outlined in DHR's *Guidelines for Conducting Historic Resources Survey in Virginia* (2011) available on DHR's website at: [www.dhr.virginia.gov/pdf\\_files/Survey%20Manual-RevOct.2011Final.pdf](http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf). The survey report produced for this project shall also be prepared according to DHR requirements as described in the *Guidelines* (2011) and any subsequent revisions.

It is the expectation of DHR and the County that all materials prepared for this project will be professionally executed according to requirements included in Attachment E of this RFP, fully proofread and edited by the contractor, and submitted according to requirements set forth in Attachment F of this RFP. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission. Final documentation products (archives files) and the final survey report shall be provided according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by the County, according to the Detailed Schedule (Section VII).

## **PROJECT DELIVERABLES**

Project deliverables will include hard copy property documentation (Archives files) for all properties recorded and data entry of all surveyed properties into DHR's Virginia Cultural Resources Information System (V-CRIS) and a survey report. Paper and digital copies of these products shall be provided to DHR and to the County, as described below.

## **Reconnaissance Documentation**

As per DHR's *Guidelines* (2011), the following materials shall be provided for each recorded property:

**One (1) hard copy reconnaissance-level documentation form utilizing V-CRIS for the data entry;**

**One (1) set of 3½" x 5" black and white, archival photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained);**

**One (1) set of digital images saved on a CD-ROM as an uncompressed TIF file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's *Guidelines* (2011); and**

**One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.**

# **Survey Report**

The consultant shall prepare a written report, illustrated with photographs, historic images, maps, and other graphics as appropriate. The final report shall be saved as a PDF and submitted on disk, as well as in hard copy to both DHR and the County. Two bound copies shall be submitted to DHR and four bound copy will be submitted to the County. Further guidance for preparing the survey report is found in DHR's *Guidelines* (2011).

## **PROJECT SCHEDULE OVERVIEW**

### **Project Initiation**

At the start of the project, the contractor will attend a project orientation meeting with DHR's Architectural Survey Coordinator and Archivist. This meeting can include V-CRIS training (if necessary) and can be coordinated with conducting required background research in DHR's Archives (see item V.B., below). At this time the consultant may obtain archives packaging materials (file folders, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project located in DHR's Archives (copies are free of charge, and are to be provided to the County at the end of the project). During the initial phase of the project, the consultant shall meet with DHR and County officials to discuss the goals, progress, and findings of the project.

It is anticipated that there will be at least one public meeting during the initial stage of the project; the consultant may be required to make a brief presentation on the proposed project methodology at this meeting.

### **Background Research**

Prior to beginning fieldwork, the consultant will review existing materials relevant to the study area held by the DHR Archives, including documentation on properties in the study area. The consultant will also examine all pertinent information related to the proposed project area in the County's government records and will carry out background research in other repositories including local historical society records, and materials at the Library of Virginia and the Virginia Historical Society.

The consultant will attend a project meeting with DHR's NRPO staff and the County Preservation Planner no later than Friday, January 9, 2015 to discuss the project. A windshield survey of some of the properties to be considered for this project is expected to be conducted as part of this meeting. Also, priority properties to be included in this study and a draft list of the properties to be documented shall be discussed. Additional research, including looking at historic maps and aerial photographs will occur during this meeting, or at later time if necessary. Part of this meeting may also include a public meeting; otherwise a separate public meeting may be held during the initial phase of the project, and before the 25% completion point is reached, at the discretion of the County and DHR.

## **Interim Submittals**

Interim draft survey materials are due at set intervals throughout the project, at 25%, 50%, and 75% completion points (See Detailed Schedule, Section VII). Hard copies of the materials will be submitted to the Architectural Historian in the Northern Regional Preservation Office (NRPO) and electronic copies (on a CD) to DHR's Architectural Survey Coordinator. An additional disk with electronic materials shall also be provided to the County. If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. DHR will remit interim payments when the 25%, 50%, 75% and 100% submittals are approved by DHR's Architectural Historian in the respective regional office and Survey Coordinator.

By Friday, June 5, 2015, all complete, final products must be received by DHR. Distribution of materials to the County will be handled by the consultant in consultation with DHR's Architectural Survey Coordinator and Architectural Historian, NRPO.

## CONSULTANT DATA SHEET

### **YEARS IN BUSINESS:**

Indicate the length of time you have been in business providing this type of service.

Years: \_\_\_\_\_ Months: \_\_\_\_\_.

**REFERENCES:** Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT NAME, CONTACT PERSON & INFORMATION	PROJECT DESCRIPTION AND PERIOD OF SERVICE

## DETAILED SCHEDULE OF DELIVERABLES

*The project schedule may be accelerated by the consultant with prior approval of DHR and the County.*

### **Friday, January 9, 2015 – Project Initiation and Background Research Complete:**

- First project meeting with contractor, DHR staff, and County officials.
- Project orientation meeting and V-CRIS training (if needed) with DHR staff.
- Background research at DHR Archives complete.
- Public meeting with contractor, DHR staff, and County officials.

### **Friday, February 27, 2015 – 25% completion:**

- At minimum **thirty (30)** draft reconnaissance-level property documentation forms for properties in the Blackwelltown area, with black and white photographs, and supporting documentation (site plans).
- Hard copies of the materials will be submitted to the Architectural Historian in Northern Regional Preservation Office. This is to include printed V-CRIS forms, black and white photographs, and site plans organized in labeled Archives folders.
- Electronic copies of the digital photographs and site plans to DHR's Architectural Survey Coordinator.

### **Friday, April 17, 2015 - 50% completion:**

- At minimum **fifty (50)** additional draft reconnaissance-level property documentation forms, with black and white photographs and site plans.
- Hard copies of the materials will be submitted to the Architectural Historian in Northern Regional Preservation Office. This is to include printed V-CRIS forms, black and white photographs, and site plans organized in labeled Archives folders.
- Electronic copies of the digital photographs and site plans to DHR's Architectural Survey Coordinator.
- Revised reconnaissance-level property documentation forms and supporting materials from the initial submission, if necessary.

### **Friday, May 15, 2015 – 75% completion:**

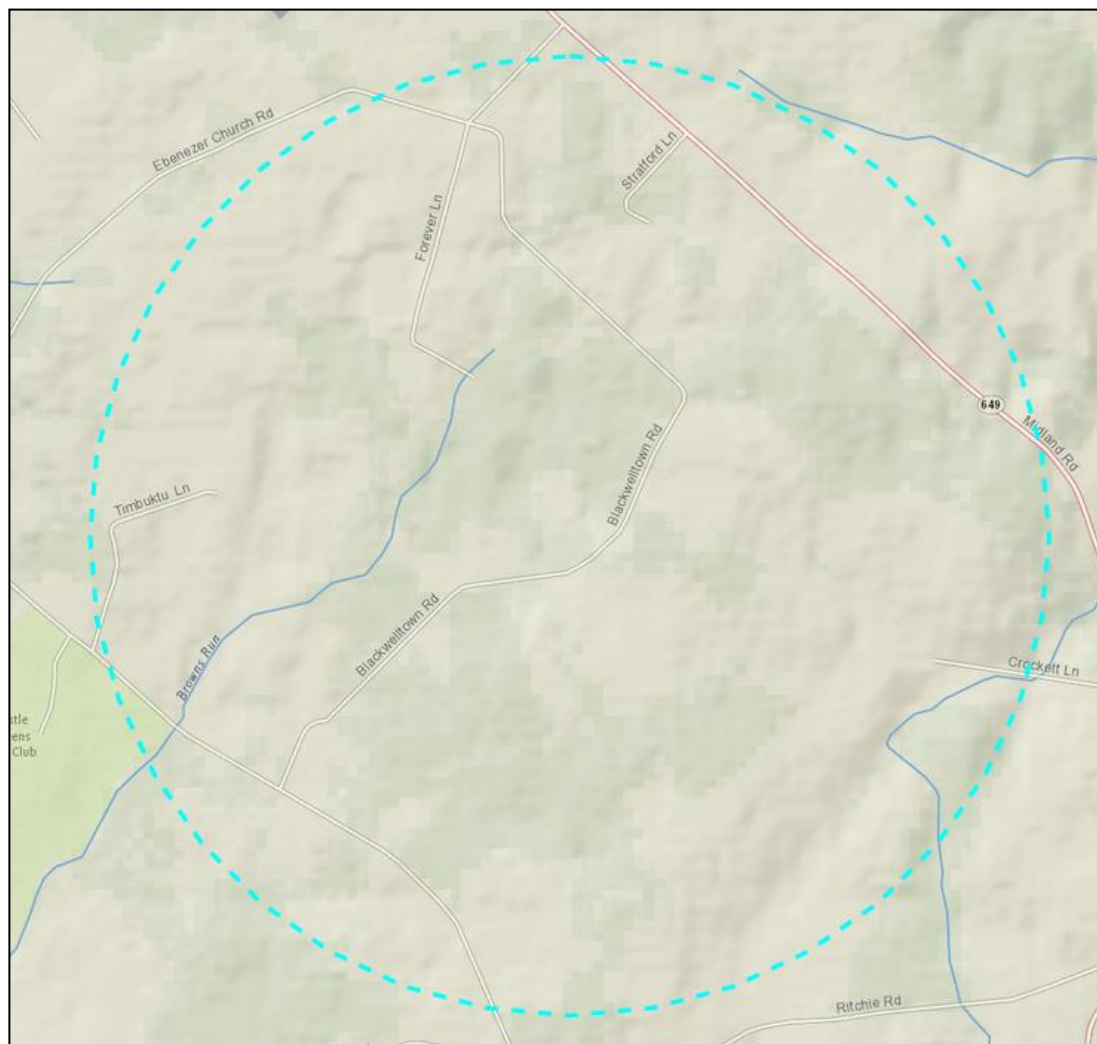
- At minimum **fifty (50)** additional draft reconnaissance-level property documentation forms, with black and white photographs and site plans.
- Hard copies of the materials will be submitted to the Architectural Historian in Northern Regional Preservation Office. This is to include printed V-CRIS forms, black and white photographs, and site plans organized in labeled Archives folders.
- Electronic copies of the digital photographs and site plans to DHR's Architectural Survey Coordinator.
- Revised reconnaissance-level property documentation forms and supporting materials from the initial submission, if necessary.
- A draft electronic copy of the survey report, prepared according to DHR Standards will be submitted to the Architectural Historian in the Northern Regional Preservation Office, DHR's Survey Coordinator, and the County for review and comment.

### **Friday, June 5, 2015 - 100% completion:**

- All revised, final documentation products including printed documentation forms, photographs (black and white and digital), site plans to DHR Northern Regional Preservation Office. If necessary, final electronic copies of the digital photographs to DHR's Architectural Survey Coordinator.
- Two bound and one electronic copies of the final survey report to both DHR's Richmond Office and for the County for a total of four bound copies and two electronic copies. The consultant will distribute materials to the County in consultation with DHR's Architectural Survey Coordinator and Architectural Historian in the Northern Regional Preservation Office.

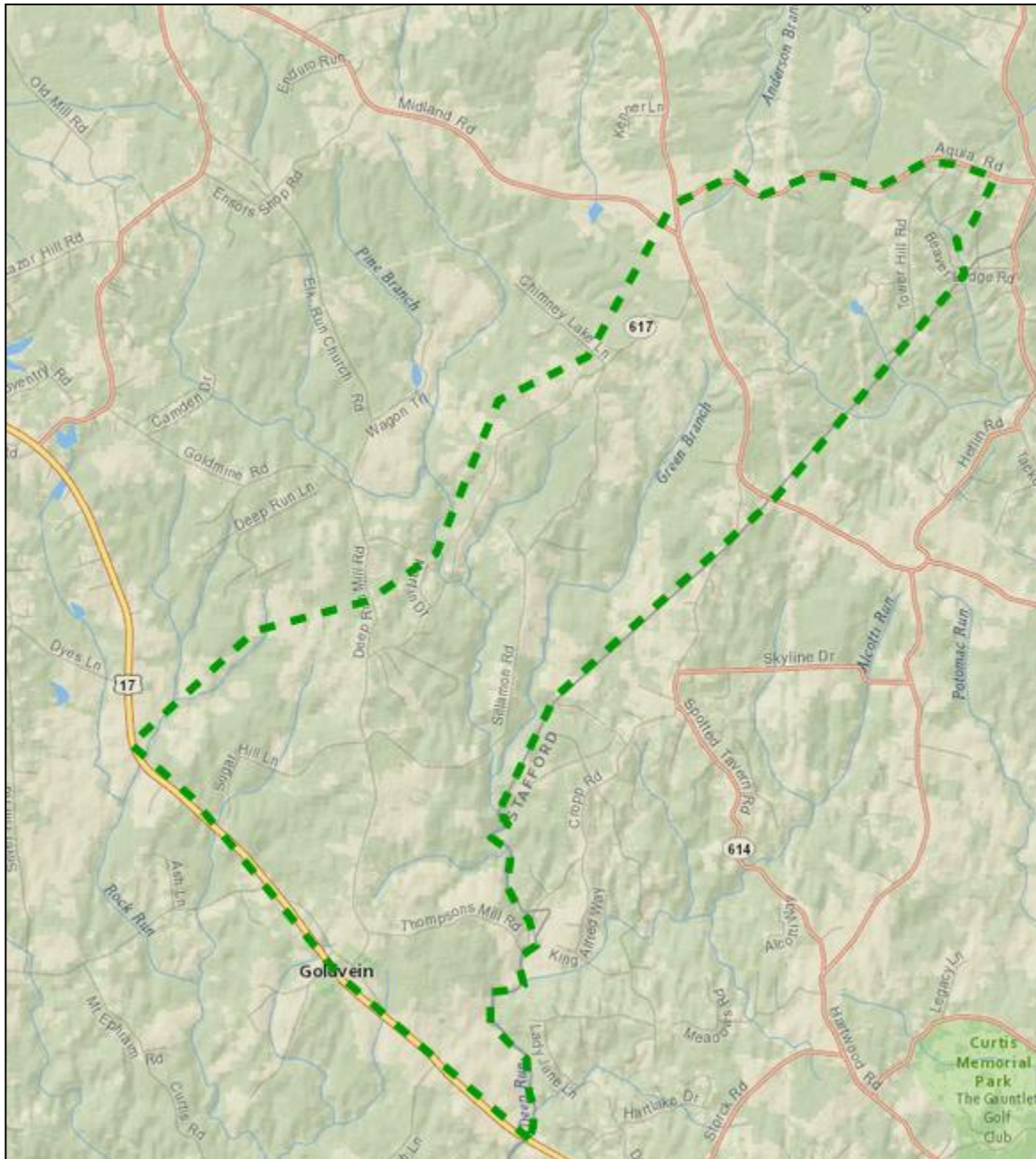


## MAPS: Fauquier County Proposed Survey Area



**Approximate Boundaries of the Blackwelltown Survey Area.**

Source: DHR based on information provided by Fauquier County



**Approximate Boundaries of the Southeastern Survey Area.**

*Source: DHR based on information provided by Fauquier County*

**ATTACHMENT E**

**ARCHITECTURAL RECONNAISSANCE  
SURVEY  
SOUTH ROCKFISH VALLEY RURAL  
HISTORIC DISTRICT  
NELSON COUNTY**

## PROJECT OVERVIEW

**Issue Date:** October 15, 2014

**Title:** **Architectural Reconnaissance Survey**

**Commodity Code:** **90700**

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803

**Location Where Work  
Will Be Performed:** **Nelson County**

**Period of Contract:** Date of Award through Tuesday, June 30, 2015

Responses will be received until **4:00 PM, Wednesday, November 12, 2014**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Ms. Elizabeth Reighard  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
[Elizabeth.Reighard@dhr.virginia.gov](mailto:Elizabeth.Reighard@dhr.virginia.gov)

All inquiries about the scope of the projects should be directed to Ms. Carey L. Jones at (804) 482-6453 and all questions about the solicitation itself or procurement process should be directed to Ms. Elizabeth Reighard at (804) 862-6193.

## **PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the South Rockfish Valley Rural Historic District survey project. It is anticipated that this historic resources documentation effort will result in increased awareness about the location and significance of historic properties in the proposed South Rockfish Valley Rural Historic District and will support the County's long term planning, education, and tourism goals.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the County and DHR, and that is delivered in a timely manner.

## **BACKGROUND AND PROJECT INFORMATION**

The proposed South Rockfish Valley Rural Historic District is located along the Blue Ridge Mountains in Nelson County, fifteen miles northwest of Lovingston, the county seat. The proposed district features historic residences, outbuildings, agricultural fields, and forest that perpetuate patterns of settlement and land use with antecedents dating to the mid-eighteenth century. The valley's rugged setting contributed to the evolution of a unique sense of place. The district landscape revolves around a verdant plain cut from the steeply sloped peaks of the Blue Ridge Mountains by the south fork of the Rockfish River. The proposed district retains much of its historic character and physical integrity due to a long history and continuum of farming coupled with a cohesive and identifiable geography. Historic district designation is sought as valuable tool for the community to support tourism, encourage land stewardship, achieve economic development, and preserve the rural character of the South Rockfish area.

In 2009, the County submitted a Preliminary Information Form (PIF) to DHR for this project. DHR recommended the district proceed to listing and evaluated the area as locally significant under Criteria A (Agriculture) and C (Architecture) with a proposed period of significance of 1739 - 1941.

In anticipation of listing the proposed historic district in the Virginia Landmarks Register and the National Register of Historic Places, a complete reconnaissance-level architectural resources survey is required. The project will involve gathering architectural data for approximately 105 properties in the proposed district, inputting the information into DHR's on-line data management system, and producing supporting documentation required for all survey projects.

## **STATEMENT OF NEEDS**

The consultant shall provide all labor and materials for the proposed South Rockfish Valley Rural Historic District, Nelson County reconnaissance survey project. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service *Guidelines for Local Surveys: A Basis for Preservation Planning* and all requirements as outlined in DHR's *Guidelines for Conducting Historic Resources Survey in Virginia* (2011) available on DHR's website at: [www.dhr.virginia.gov/pdf\\_files/Survey%20Manual-RevOct.2011Final.pdf](http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf).

It is the expectation of DHR and the County that all materials prepared for this project will be professionally executed according to requirements included in Attachment E of this RFP, fully proofread and edited by the contractor, and submitted according to requirements set forth in Attachment F of this RFP. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission. Final documentation products (archives files) and the final survey report shall be provided according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by the County, according to the Detailed Schedule (Section VII).

## **PROJECT DELIVERABLES**

Project deliverables will include hard copy property documentation (Archives files) for all properties recorded and data entry of all surveyed properties into DHR's Virginia Cultural Resources Information System (V-CRIS) and a survey report. Paper and digital copies of these products shall be provided to DHR and to the County, as described below.

### **Reconnaissance Documentation**

As per DHR's *Guidelines* (2011), the following materials shall be provided for each recorded property:

**One (1) hard copy reconnaissance-level documentation form utilizing V-CRIS for the data entry;**

**One (1) set of 3½" x 5" black and white, archival photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained);**

**One (1) set of digital images saved on a CD-ROM as an uncompressed TIF file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's *Guidelines* (2011); and**

**One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.**

## **PROJECT SCHEDULE OVERVIEW**

### **Project Initiation**

At the start of the project, the contractor will attend a project orientation meeting with DHR's

Architectural Survey Coordinator and Archivist. This meeting can include V-CRIS training (if necessary) and can be coordinated with conducting required background research in DHR's Archives (see item V.B., below). At this time the consultant may obtain archives packaging materials (file folders, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project located in DHR's Archives (copies are free of charge, and are to be provided to the County at the end of the project). During the initial phase of the project, the consultant shall meet with DHR and County officials to discuss the goals, progress, and findings of the project.

It is anticipated that there will be at least one public meeting during the initial stage of the project; the consultant may be required to make a brief presentation on the proposed project methodology at this meeting.

## **Background Research**

Prior to beginning fieldwork, the consultant will review existing materials relevant to the study area held by the DHR Archives, including documentation on properties in the study area. The consultant will also examine all pertinent information related to the proposed project area in the County's government records and will carry out background research in other repositories including local historical society records, and materials at the Library of Virginia and the Virginia Historical Society.

## **Interim Submittals**

Interim draft survey materials are due at set intervals throughout the project, at 25%, 50%, and 75% completion points (See Detailed Schedule, Section VII). Hard copies of the materials will be submitted to the Director in the Capital Regional Preservation Office (CRPO) and electronic copies (on a CD) to DHR's Architectural Survey Coordinator. An additional disk with electronic materials shall also be provided to the County. If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. DHR will remit interim payments when the 25%, 50%, 75% and 100% submittals are approved by DHR's Architectural Historian in the respective regional office and Survey Coordinator.

The consultant will attend a project meeting with DHR's NRPO staff and County officials no later than Friday, January 9, 2015 to discuss the project. A windshield survey of some of the properties to be considered for this project is expected to be conducted as part of this meeting. Also, priority properties to be included in this study and a draft list of the properties to be documented shall be discussed. Part of this meeting may also include a public meeting; otherwise a separate public meeting may be held during the initial phase of the project, and before the 25% completion point is reached, at the discretion of the County and DHR.

By Friday, June 5, 2015, all complete, final products must be received by DHR. Distribution of materials to the County will be handled by the consultant in consultation with DHR's Architectural Survey Coordinator and Director, CRPO.

## CONSULTANT DATA SHEET

### **YEARS IN BUSINESS:**

Indicate the length of time you have been in business providing this type of service.

Years: \_\_\_\_\_ Months: \_\_\_\_\_.

**REFERENCES:** Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT NAME, CONTACT PERSON & INFORMATION	PROJECT DESCRIPTION AND PERIOD OF SERVICE



## DETAILED SCHEDULE OF DELIVERABLES

*The project schedule may be accelerated by the consultant with prior approval of DHR and the County.*

### **Friday, January 9, 2015 – Project Initiation and Background Research Complete:**

- First project meeting with contractor, DHR staff, and County officials.
- Project orientation meeting and V-CRIS training (if needed) with DHR staff.
- Background research at DHR Archives complete.
- Public meeting with contractor, DHR staff, and County officials.

### **Friday, February 27, 2015 – 25% completion:**

- At minimum **twenty five (25)** draft reconnaissance-level property documentation forms, with black and white photographs, and supporting documentation (site plans).
- Hard copies of the materials will be submitted to the Director in Capital Regional Preservation Office. This is to include printed V-CRIS forms, black and white photographs, and site plans organized in labeled Archives folders. Electronic copies of the digital photographs, as required, will also be submitted.

### **Friday, April 17, 2015 - 50% completion:**

- At minimum **forty (40)** additional draft reconnaissance-level property documentation forms, with black and white photographs and site plans.
- Hard copies of the materials will be submitted to the Director in Capital Regional Preservation Office. This is to include printed V-CRIS forms, black and white photographs, and site plans organized in labeled Archives folders. Electronic copies of the digital photographs, as required, will also be submitted.
- Revised reconnaissance-level property documentation forms and supporting materials from the initial submission, if necessary.

### **Friday, May 15, 2015 – 75% completion:**

- At minimum **forty (40)** additional draft reconnaissance-level property documentation forms, with black and white photographs and site plans.
- Hard copies of the materials will be submitted to the Director in Capital Regional Preservation Office. This is to include printed V-CRIS forms, black and white photographs, and site plans organized in labeled Archives folders. Electronic copies of the digital photographs, as required, will also be submitted.
- Revised reconnaissance-level property documentation forms and supporting materials from the previous submission, if necessary.

### **Friday, June 5, 2015 - 100% completion:**

- All revised, final documentation products including printed documentation forms, photographs (black and white and digital), site plans to DHR Capital Regional Preservation Office.

*Source: 2014-2015 State Cost Share Survey and Planning Application, Nelson County*



**ATTACHMENT F**

**ARCHITECTURAL RECONNAISSANCE  
SURVEY AND REPORT,  
NATURAL BRIDGE RESORT,  
ROCKBRIDGE COUNTY**

## PROJECT OVERVIEW

**Issue Date:** October 15, 2014

**Title:** **Architectural Reconnaissance Survey and Report**

**Commodity Code:** **90700**

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803

**Location Where Work  
Will Be Performed:** **Natural Bridge**

**Period of Contract:** Date of Award through Tuesday, June 30, 2015

Responses will be received until **4:00 PM, Wednesday, November 12, 2014**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Ms. Elizabeth Reighard  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
[Elizabeth.Reighard@dhr.virginia.gov](mailto:Elizabeth.Reighard@dhr.virginia.gov)

All inquiries about the scope of the projects should be directed to Ms. Carey L. Jones at (804) 482-6453 and all questions about the solicitation itself or procurement process should be directed to Ms. Elizabeth Reighard at (804) 862-6193.

## **PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the Natural Bridge Reconnaissance Survey and Report project. It is anticipated that this historic resources documentation effort will result in increased awareness about the location and significance of historic properties, facilitate a future Natural Bridge Historic District nomination and various historic tax-credit rehabilitation projects, and support the County's long-term planning, education, and tourism goals.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the County and DHR, and that is delivered in a timely manner.

## **BACKGROUND AND PROJECT INFORMATION**

The Natural Bridge Hotel and Conference Center is a tourist resort located in the central Valley of Virginia around the Natural Bridge geologic feature, widely known as a "natural wonder." In February, 2014, the entire property was transferred from private ownership to the Virginia Conservation Legacy Fund, Inc. (VCLF), which seeks to conserve Virginia's natural resources for public access and enjoyment through conservation, education, and outdoor recreation. The VCLF's goal is to preserve Natural Bridge's unique cultural and natural resources for public enrichment and enjoyment by donating significant parts of the property to the Commonwealth of Virginia for converting Natural Bridge to a State Park. On September 25, 2014 DHR's Architecture Evaluation Team evaluated the Natural Bridge Historic District as eligible for listing on the Virginia Landmarks Register and the National Register of Historic Places.

This project seeks to identify and document, at the reconnaissance survey level, 36–40 individual resources within the proposed approximately 1,600-acre Natural Bridge Historic District. Survey of these resources will provide insight to the evolution of the Natural Bridge Resort as a tourist destination, as well as its contributions to the region's economy over the last 200 years or more. The survey and documentation will also include recommendations for contributing status to the identified historic district.

In addition to the reconnaissance survey, an in-depth research project will be conducted to provide additional information about 18<sup>th</sup>–20<sup>th</sup>-century patterns of land use and development that have occurred around the Natural Bridge geologic feature. The final result of the research project will be the production of a substantial, detailed, and well-illustrated report that recounts the research and survey findings, and suggestions for future preservation efforts.

## **OBJECTIVES**

The objectives of the project are to create an inventory and historical assessment of existing buildings, structures, and above-ground remnants of earlier sites within the 1,600-acre property, with the main emphasis on the tourist resort complex. The reconnaissance survey will provide support for listing of the Natural Bridge historic district, either in part or whole, in the National Register of Historic Places and the Virginia Landmarks Register.

The data collected from this survey and resource inventory will not only serve as the basis for a National Register historic district nomination, but will be a critical first step in the process of creating a management and preservation plan for this historic tourist resort complex. With over 250 years of history as a renowned landmark and tourist destination, proper documentation of the Natural Bridge Resort components will serve a basis for future study and exploration of the evolution of the complex from Thomas Jefferson's ownership to the present. This effort will help highlight the importance of these significant and complex arrays of resources that have supported and sustained Natural Bridge as an important tourist resort.

Documentation of the locations of all the structures that were a part of the complex and how they changed through time will be relevant to establishing markers (including text and historical images) adding to the historical interpretation of the resort campus complex, past and present. Also, such information is critical in planning for any future alterations to the landscape in areas where earlier structures were known to have existed, so that they might be evaluated as a part of the ongoing preservation management plan.

## **STATEMENT OF NEEDS**

The consultant shall provide all labor and materials for the Natural Bridge reconnaissance survey and report project. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service *Guidelines for Local Surveys: A Basis for Preservation Planning* and all requirements as outlined in DHR's *Guidelines for Conducting Historic Resources Survey in Virginia* (2011) available on DHR's website at: [www.dhr.virginia.gov/pdf\\_files/Survey%20Manual-RevOct.2011Final.pdf](http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf). The survey report produced for this project shall also be prepared according to DHR requirements as described in the *Guidelines* (2011) and any subsequent revisions.

It is the expectation of DHR, the VCLF, and Rockbridge County that all materials prepared for this project will be professionally executed according to requirements included in Attachment E of this RFP, fully proofread and edited by the contractor, and submitted according to requirements set forth in Attachment F of this RFP. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission. Final documentation products (archives files) and the final report shall be provided according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review of draft materials submitted by the consultant to DHR, VCLF, and the County, according to the Detailed Schedule (Section VII).

## **PROJECT DELIVERABLES**

Project deliverables will include hard copy property documentation (Archives files) for all properties recorded and data entry of all surveyed properties into DHR's Virginia Cultural Resources Information System (V-CRIS) and a comprehensive report. Paper and digital copies of these products shall be provided to DHR, the VCLF, and the County, as described below.

## Reconnaissance Documentation

As per DHR's *Guidelines* (2011), the following materials shall be provided for each recorded property:

**One (1) hard copy reconnaissance-level documentation form utilizing V-CRIS for the data entry;**

**One (1) set of 3½" x 5" black and white, archival photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained);**

**One (1) set of digital images saved on a CD-ROM as an uncompressed TIF file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's *Guidelines* (2011); and**

**One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.**

## Comprehensive Report

The consultant shall prepare a written report illustrated with photographs, historic images, maps, and other graphics. It is anticipated that the report will include a descriptive and historic overview of the site; detailed information regarding historic and current land usage, e.g., how the resort and surrounding property changed over time; descriptions, architectural analysis of individual and collective resources; historic and current photographs, and mapping of significant extant and no-longer-extant resources; brief biographies and relevant information regarding significant figures who owned and/or played prominent roles in the development of the property; and recommendations for future preservation, designation and interpretation efforts. It is anticipated that research will take place at the Library of Virginia, the Rockbridge Regional Library, the Rockbridge Historical Society Special Collections (housed at Washington and Lee University), the Natural Bridge Archives, and other repositories such as the University of Virginia Libraries and Virginia Historical Society.

The final report shall be saved as a PDF and submitted on disk, as well as in hard copy to both DHR and the County. Two bound copies shall be submitted to DHR, four copies to the VCLF, and one copy to the County. Further guidance for preparing the survey-related portions of the report is found in DHR's *Guidelines* (2011).

### PROJECT SCHEDULE OVERVIEW

## Project Initiation

At the start of the project, the contractor will attend a project orientation meeting with DHR's Architectural Survey Coordinator and Archivist in DHR's Richmond headquarters. This meeting can include V-CRIS training (if necessary) and can be coordinated with conducting required background research in DHR's Archives (see item V.B., below). At this time the consultant may obtain archives packaging materials (file folders, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project located in DHR's Archives (copies are free of charge, and are to be provided to the County at the end of the project). During the initial phase of the project, the consultant shall meet at the Natural Bridge Resort with DHR, VCLF and interested parties, as well as County officials to discuss the goals, progress, and any initial findings of the project.

## **Background Research**

Prior to beginning the fieldwork, the consultant will review existing materials relevant to the study area held by the DHR Archives, including documentation on properties in the study area. The consultant will also examine all pertinent information related to the proposed project area in the County's government records and will carry out background research in other repositories including local historical society records, and materials at Washington & Lee University Library Special Collections, the Library of Virginia, and the Virginia Historical Society.

## **Interim Submittals**

Interim draft survey materials are due at set intervals throughout the project, at 25%, 50%, and 75% completion points (See Detailed Schedule, Section VII). Hard copies of the materials will be submitted to the Architectural Historian in the Western Regional Preservation Office (WRPO) and electronic copies (on a CD) to DHR's Architectural Survey Coordinator (in Richmond). An additional disk with electronic materials shall also be provided to the County. If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. DHR will remit interim payments when the 25%, 50%, 75% and 100% submittals are approved by DHR's WRPO Architectural Historian and Survey Coordinator.

The consultant will attend a project meeting with DHR's WRPO staff, VCLF and interested parties, and County officials no later than Friday, January 9, 2015 to discuss the project. A driving tour of some of the properties to be considered for this project is expected to be conducted as part of the meeting.

By Friday, June 5, 2015, all complete, final products must be received by DHR. Distribution of materials to the VCLF and County will be handled by the consultant in consultation with DHR's Architectural Survey Coordinator and Architectural Historian, WRPO.



## CONSULTANT DATA SHEET

### **YEARS IN BUSINESS:**

Indicate the length of time you have been in business providing this type of service.

Years: \_\_\_\_\_ Months: \_\_\_\_\_.

**REFERENCES:** Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT NAME, CONTACT PERSON & INFORMATION	PROJECT DESCRIPTION AND PERIOD OF SERVICE

## DETAILED SCHEDULE OF DELIVERABLES

*The project schedule may be accelerated by the consultant with prior approval of DHR and the County.*

### **Friday, January 9, 2015 – Project Initiation and Background Research Complete:**

- First project meeting with contractor, DHR staff, and County officials.
- Project orientation meeting and V-CRIS training (if needed) with DHR staff.
- Review of site files at DHR Archives complete.
- Public meeting with contractor, DHR staff, VCLF, and County officials.

### **Friday, February 27, 2015 – 25% completion:**

- Project research in progress.
- At minimum **eighteen (18)** draft reconnaissance-level property documentation forms, with black and white photographs, and supporting documentation (site plans).
- Hard copies of the materials will be submitted to the Architectural Historian in Western Regional Preservation Office. This is to include printed V-CRIS forms, black and white photographs, and site plans organized in labeled Archives folders.
- Electronic copies of the digital photographs and site plans to DHR's Architectural Survey Coordinator.

### **Friday, April 17, 2015 - 50% completion:**

- Project research completed and report preparation in progress.
- Draft report outline submitted to DHR Architectural Survey Coordinator and WRPO architectural historian.
- At minimum **eighteen (18)** additional draft reconnaissance-level property documentation forms, with black and white photographs and site plans.
- Hard copies of the materials will be submitted to the Architectural Historian in Western Regional Preservation Office. This is to include printed V-CRIS forms, black and white photographs, and site plans organized in labeled Archives folders.
- Electronic copies of the digital photographs and site plans to DHR's Architectural Survey Coordinator.
- Revised reconnaissance-level property documentation forms and supporting materials from the initial submission, if necessary.

### **Friday, May 15, 2015 – 75% completion:**

- A draft electronic copy of the comprehensive report, prepared according to DHR Standards will be submitted to the Architectural Historian in the Western Regional Preservation Office, DHR's Survey Coordinator, the VCLF, and the County for review and comment.
- Any additional draft reconnaissance-level property documentation forms, with black and white photographs and site plans.
- Hard copies of the materials will be submitted to the Architectural Historian in Western Regional Preservation Office. This is to include printed V-CRIS forms, black and white photographs, and site plans organized in labeled Archives folders.
- Electronic copies of the digital photographs and site plans to DHR's Architectural Survey Coordinator.
- Revised reconnaissance-level property documentation forms and supporting materials from the initial submission, if necessary.

### **Friday, June 5, 2015 - 100% completion:**

- All revised, final documentation products including printed documentation forms, photographs (black and white and digital), site plans to DHR Western Regional Preservation Office. If necessary, final electronic copies of the digital photographs to DHR's Architectural Survey Coordinator.
- Report revised accordingly as per DHR and VCLF review comments.
- Two bound and one electronic copies of the final survey report to DHR's Richmond Office; four bound and one electronic copies to the VCLF; and one bound copy and one electronic copy to the County. The consultant will distribute materials to the VCLF and County in consultation with DHR's Architectural Survey Coordinator and Architectural Historian in the Western Regional Preservation Office.

**MAP: Proposed Natural Bridge Survey Area**

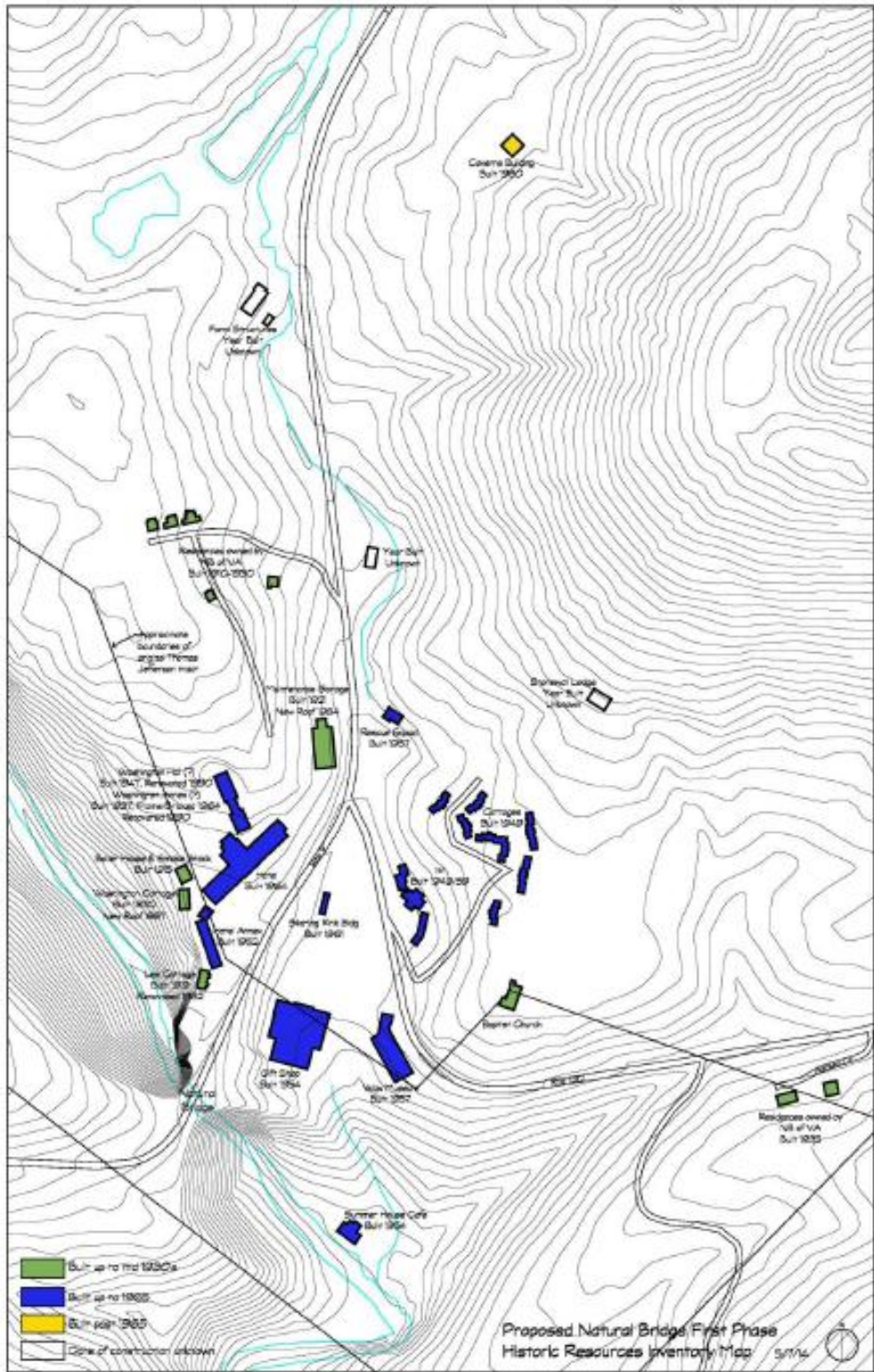


**Title: Natural Bridge, Rockbridge County Survey Area**

**Date: 10/14/2014**

**Source: DHR's Virginia Cultural Resources Information System based on information provided by J. Daniel Pezzoni, Landmarks Preservation Associates, September 2014.**

## MAP: Proposed Natural Bridge Historic Resource Detail Map



*Source: 2014-2015 Cost Share Survey and Planning Grant, Rockbridge County*



**ATTACHMENT G**

**MOUNTAIN ROAD  
HISTORIC DISTRICT NOMINATION  
UPDATE AND BOUNDARY INCREASE,  
TOWN OF HALIFAX**

## PROJECT OVERVIEW

**Issue Date:** October 15, 2014

**Title:** **Mountain Road Historic District Nomination Update and Boundary Increase**

**Commodity Code:** **90700**

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803

**Location Where Work  
Will Be Performed:** **Town of Halifax, Halifax Town**

**Period of Contract:** Date of Award through Tuesday, June 30, 2015

Responses will be received until **4:00 PM, Wednesday, November 12, 2014**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Ms. Elizabeth Reighard  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
[Elizabeth.Reighard@dhr.virginia.gov](mailto:Elizabeth.Reighard@dhr.virginia.gov)

All inquiries about the scope of the projects should be directed to Ms. Carey L. Jones at (804) 482-6453 and all questions about the solicitation itself or procurement process should be directed to Ms. Elizabeth Reighard at (804) 862-6193.

## **PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the Mountain Road Historic District Nomination Update and Boundary Increase in the Town of Halifax in Halifax County. It is anticipated that this will support the Town's long-range historic preservation planning efforts, and will lead to a more accurate and detailed version of the original Mountain Road Historic District nomination and a new nomination for a boundary increase for the same historic district. Currently the historic district is listed on the National Register of Historic Places and Virginia Landmarks Register.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the Town and DHR, and that is delivered in a timely manner.

## **BACKGROUND AND PROJECT INFORMATION**

The purpose of this project is to conduct reconnaissance-level survey and prepare National Register of Historic Places nomination forms in support of a historic district update and boundary increase for the Mountain Road Historic District. The district, the Court House community in Halifax Town, was listed in the Virginia Landmarks Register and the National Register of Historic Places in 1983. When originally listed, the 67-acre Mountain Road Historic District comprised thirty buildings stretched along Mountain Road (Route 360) from just west of the courthouse for a half mile to the west. It consisted of two churches, a parish hall, a Masonic hall, and a host of private residences dating from the 1830s to the early 20th century. The oldest intact edifices are the 1828 Masonic Lodge and the 1831 Methodist Church. With the exception of the 1844 Episcopal Church and modern parish hall, the remaining buildings are private residences. The dwellings encompass a variety of styles from the late Federal to the eclecticism of the early 20th century with Greek Revival, Colonial Revival and a range of Victorian vernacular styles predominant. Small outbuildings survive to the rear of several of the residences. One of the most distinctive and commanding features of the district is its landscape. Many of the houses are set in spacious yards planted with a large variety of trees and shrubs. In several instances the landscaping dates to the mid 19th century. When listed, there were eight noncontributing buildings within the district; all except for a modern parish hall are modern, non-obtrusive dwellings. The original nomination form identifies Architecture and Landscape Architecture as the areas of significance but does not identify a period of significance.

The Town of Halifax submitted a preliminary information form (PIF) to DHR for a boundary increase in 2005. In June 2005 the State Review Board determined the proposed boundary increase eligible for listing at the local level under Criterion A in the area of community planning and development and Criterion C in the area of architecture with a period of significance of 1830 to 1955. In December 2013, the State Review Board affirmed the original evaluation and recommended that the boundary increase proceed to listing.

This project has two goals: to update the nomination with an accurate and updated inventory and to define the period of significance as 1830 to 1955, and to expand the district boundaries to include approximately 37 additional properties. There are currently 30 properties recorded in the Virginia Cultural Resource Inventory System (V-CRIS) DHR's online database system that are associated with the original district.

Updates to these records to reflect major changes and/or demolitions will be required. After the V-CRIS records are updated with current conditions, and new inventory for the resources in the existing nomination will be generated with at least the following information: DHR ID#, Property Type, Architectural Style, Date of Construction, and district status (contributing or non-contributing). Reconnaissance level documentation will be necessary for the 37 properties in the proposed expansion area.

## **STATEMENT OF NEEDS**

The consultant shall provide all labor and materials for the preparation of an updated Mountain Road Historic District nomination and a separate Mountain Road Historic District Boundary Increase nomination. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service *National Register Bulletin 16A: How to Complete the National Register Registration Form* (1997) and all requirements as outlined in DHR's *National Register of Historic Places and Virginia Landmarks Register Nomination Process* available on DHR's website at: [http://www.dhr.virginia.gov/registers/Nomination%20Process\\_2012.pdf](http://www.dhr.virginia.gov/registers/Nomination%20Process_2012.pdf).

It is the expectation of DHR and the Town that all materials prepared for this project will be professionally executed according to requirements included in Attachment E of this RFP, fully proofread and edited by the contractor, and submitted according to requirements set forth in Attachment F of this RFP. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission. Final products shall be provided according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by the Town, according to the Detailed Schedule (Section VII).

## **PROJECT DELIVERABLES**

### **Two Nomination Forms**

The consultant shall prepare updated nomination materials for the currently listed area and second form for the Boundary Increase a using the *National Register of Historic Places Registration Form* available from DHR's website: [http://www.dhr.virginia.gov/registers/downloading\\_register\\_forms.htm/](http://www.dhr.virginia.gov/registers/downloading_register_forms.htm/).

The forms will be prepared following all applicable guidelines including *National Register Bulletin 16A: How to Complete the National Register Registration Form* (1997) available online from the National Park Service at: <http://www.nps.gov/nr/publications/bulletins/pdfs/nrb16a.pdf> and DHR's *National Register of Historic Places and Virginia's Landmarks Registry Nomination Process* available at: [http://www.dhr.virginia.gov/registers/Nomination%20Process\\_2012.pdf](http://www.dhr.virginia.gov/registers/Nomination%20Process_2012.pdf).

### **Historic District Update Requirements**

The following products will be prepared to update the existing nomination:

- an updated inventory with (at least) DHR #, Property Type, Architectural Style, Date of



Construction, and district status (contributing/non-contributing) that accounts for all buildings in the original district;

- a narrative description that will include a justification of the new period of significance;
- and a complete bibliography.

This information will be provided on continuation sheets as additional documentation, and will not need to go through the board review process.

### **Historic District Boundary Increase Requirements**

A complete National Register of Historic Places nomination form is required for the expansion area. The nomination will follow the nomination process and will require presentation before the State Review Board and the Historic Resources Board.

## **Reconnaissance Documentation for Boundary Increase Nomination**

As per DHR's *Guidelines* (2011), the following materials shall be provided for each recorded property:

**One (1) hard copy reconnaissance-level documentation form utilizing V-CRIS for the data entry;**

**One (1) set of black and white, archival photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements;**

**One (1) set of digital images saved on a CD-ROM or DVD as an uncompressed TIF file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's *Guidelines* (2011); and**

**One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.**

## **Reconnaissance Documentation for properties in the Original Boundary**

As per DHR's *Guidelines* (2011), the following materials shall be provided for each property with the original boundary that are updated as part of this project:

**One (1) hard copy reconnaissance-level documentation form utilizing V-CRIS for the data entry that reflects any significant changes to the property including major alterations and demolitions;**

**One (1) set of black and white, archival photographs placed in neatly labeled DHR**

**photo transparent sheets and labeled according to DHR requirements;**

**One (1) set of digital images saved on a CD-ROM or DVD as an uncompressed TIF file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's *Guidelines* (2011); and**

**One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features.**

## **PROJECT SCHEDULE OVERVIEW**

### **Project Initiation**

At the start of the project, the contractor will attend a project orientation meeting with DHR's Architectural Survey Coordinator and Director, Capital Region Preservation Office (CRPO). During the initial phase of the project, the consultant shall meet with DHR and Town officials to discuss the goals, progress, and findings of the project.

It is anticipated that there will be at least one public meeting during the initial stage of the project; the consultant may be required to make a brief presentation on the proposed project methodology at this meeting.

### **Background Research**

Prior to beginning fieldwork, the consultant will review existing materials relevant to the study area held by the DHR Archives, including documentation on properties in the study area. The consultant will also examine all pertinent information related to the proposed project area in the Town's government records and will carry out background research in other repositories including local historical society records, and materials at the Library of Virginia and the Virginia Historical Society.

### **Interim Submittals**

Interim draft survey materials are due at set intervals throughout the project, at 25%, 50%, and 75% completion points (See Detailed Schedule, Section VII). Hard copies of the materials will be submitted to the Architectural Historian in the Capitol Regional Preservation Office (CRPO) and electronic copies (on a CD) to DHR's Architectural Survey Coordinator. An additional disk with electronic materials shall also be provided to the Town. If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. DHR will remit interim payments when the 25%, 50%, 75% and 100% submittals are approved by DHR's Architectural Historian in the respective regional office and Survey Coordinator.

The consultant will attend a project meeting with DHR's CRPO staff and Town officials no later than

Friday, January 9, 2015 to discuss the project. A windshield survey of some of the properties to be considered for this project is expected to be conducted as part of this meeting. Also, priority properties to be included in this study and a draft list of the properties to be documented shall be discussed. Part of this meeting may also include a public meeting; otherwise a separate public meeting may be held during the initial phase of the project, and before the 25% completion point is reached, at the discretion of the Town and DHR.

By Friday, June 5, 2015, all complete, final products must be received by DHR. Distribution of materials to the Town will be handled by the consultant in consultation with DHR's Architectural Survey Coordinator and Architectural Historian, CRPO.

## CONSULTANT DATA SHEET

### **YEARS IN BUSINESS:**

Indicate the length of time you have been in business providing this type of service.

Years: \_\_\_\_\_ Months: \_\_\_\_\_.

**REFERENCES:** Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT NAME, CONTACT PERSON & INFORMATION	PROJECT DESCRIPTION AND PERIOD OF SERVICE

## **DETAILED SCHEDULE OF DELIVERABLES**

*The project schedule may be accelerated by the consultant with prior approval of DHR and the Town. Draft schedule to be finalized when the 2015 National Register Nomination Schedule is finalized.*

### **Friday, January 9, 2015 – Project Initiation and Background Research Complete:**

- First project meeting with contractor, DHR staff, and Town officials.
- Background research at DHR Archives complete.
- Public meeting with contractor, DHR staff, and Town officials.

### **Friday, February January 23, 2015**

- Draft reconnaissance-level property documentation forms, with black and white photographs, and supporting documentation (site plans) for the properties in the proposed boundary increase area and in the original boundary.
- Hard copies of the materials will be submitted to the Director, CRPO. This is to include printed V-CRIS forms, black and white photographs, digital photographs, and site plans organized in labeled Archives folders.
- Digital copies of the survey forms, photographs, and site plans to the Town of Halifax.

### **Friday, February 27, 2015 - 25% completion:**

- All revised, final documentation products for the Mountain Road Boundary Increase area and in the original boundary including printed documentation forms, photographs (black and white and digital), site plans to DHR's Director, CRPO.
- Draft Mountain Road Boundary Increase National Register documentation, including nomination form, photos and required mapping submitted to CRPO Director.
- Completed Register Nomination Check List and all notification materials as described in the check list submitted to CRPO Director.
- Draft Mountain Road nomination update materials formatted on continuation sheets submitted to CRPO Director.

### **Friday, April 3, 2015 – 50% completion:**

- The Mountain Road Boundary Increase Historic District register nomination (revised as per DHR review comments), in final form with all required supporting materials (in hard copy and digital format) submitted to the CRPO Director.
- Final Mountain Road nomination update materials (revised as per DHR Review comments), in final form submitted to CRPO Director.

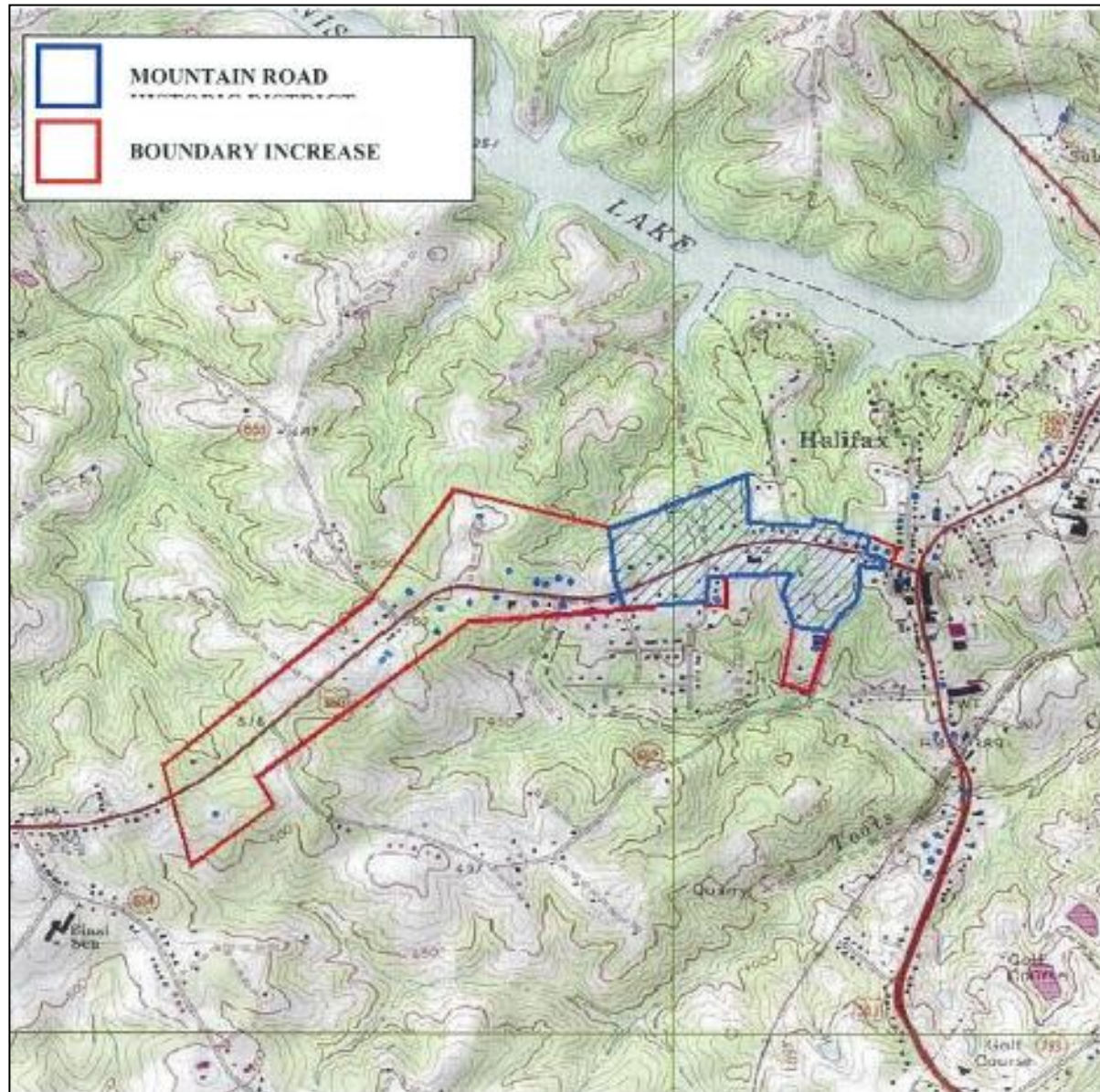
### **Friday, May 15, 2015 – 75% completion:**

- The consultant will coordinate with DHR's CRPO Director to schedule a public hearing in the Town of Halifax and to provide a brief presentation

### **Friday, June 5, 2015 - 100% completion:**

- The consultant will attend the June Board meeting and work with DHR's CRPO Director to prepare a presentation and will assist in answering any questions from the State Review Board and the Historic Resources Board.

## VIII. MAP: Existing Mountain Road Historic District and Proposed Boundary Increase



*Source: 2014-2015 State Cost Share Survey and Planning Application, Town of Halifax*